SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL 2016/2017

Name: _______________________________  ID/Username: ___________________  Phone: __________________

Students who are ineligible for financial aid may appeal their Satisfactory Academic Progress (SAP) standing under certain conditions. Visit our website (maui.hawaii.edu/financial) for a full explanation of SAP.

- Federal regulations may prohibit the Financial Aid Office from reviewing certain appeals.
- Each semester has a deadline to submit appeals. Any appeals turned in after that deadline will only be considered for a future semester. Please see the Financial Aid Office for those deadlines.

1. **Submit an Appeal Letter.** On a separate piece of paper, answer the following questions completely and thoroughly:
   - **Explain the circumstances** that caused you to fall below the financial aid satisfactory standards (cumulative 2.00 GPA; 67% cumulative course completion rate). **Give specific information and dates.** Please attach **supporting documentation** to strengthen your case. (Ex. Doctor’s papers, letter from counselor, therapist, social worker, legal documents, etc).
   - Explain what changes you have made (or will make) to overcome the hardships you listed above. **List the steps you have taken (or will take) to ensure success in your future studies.** Be specific about your goals.

2. **Complete two online LIFE SKILLS lessons:**
   - Go to: [www.maui.hawaii.edu/financial](http://www.maui.hawaii.edu/financial) and Click on "Life Skills Instructions"
   - Follow the instructions to create or access your account. Use the information below:
     - School Code: 00161500
     - Access Code: 00161500-03
     - Complete Life skill lessons: 204 and 205

   - We will notify you by email approximately one to three weeks from the date your appeal is complete (Both Steps 1 and 2)
   - If approved, your email will contain instructions on the final step of your appeal process.
   - If not approved, your email will contain a brief explanation of your ineligibility.

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Office Use Only:  __ Appeal Ltr. Accepted  __Life Skills Completed  __SAP Calc Approved

Academic Plan Requirements  GPA Required:  __4.00__ 3.5 __3.0 __2.5 __2.0
Completion Rate Required:  __100%__ 75% __67%

__Denied__  Comments: ___________________________________________  Initial: _____  Date: __________