



HARTWICK  
COLLEGE

est. 1797

OFFICE OF FINANCIAL AID

### **Satisfactory Academic Progress (SAP) Appeal Instructions**

In order to appeal your **Financial Aid Suspension**, you must submit a written statement, attach the required documentation and meet with a designated Student Success Coach or Specialist to develop an academic plan. After all of the required documents are collected, they can be emailed as an attachment to [finaid@hartwick.edu](mailto:finaid@hartwick.edu). The subject line should be SAP Appeal. An approved SAP appeal grants a single-term Financial Aid Probation period. The Financial Aid Office reserves the right to deny late or incomplete appeals.

The deadline for SAP Appeals is as follows:

Fall 2023 Semester: July 1, 2023

There are three required elements of an appeal:

1. A written statement from the student - Federal regulations require a student who is requesting an appeal to submit a written statement explaining: Why the student was not able to meet the satisfactory academic progress standards. What has changed that will allow the student to meet the standards at the conclusion of the academic plan (see #2 below). This statement must be submitted in either MS Word or Google Doc format.
2. Supporting documentation - A student submitting an appeal must include supporting documentation such as a physician's written statement to substantiate illness or accident, a copy of a death certificate or newspaper obituary, a written statement from clergy or other third party professional familiar with the student's situation, or a written statement from an academic advisor, professor or counselor.
3. Develop an academic plan - As part of the appeal, the student must work with a success coach or specialist to develop an academic plan. The academic plan is for one semester and is designed to show the student how they will be able PACE and GPA standards at the conclusion of the plan. It must also include specific requirements the student must achieve.