

# SAP Appeal Instructions

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

Federal regulations require that all students who receive financial aid meet the Satisfactory Academic Progress standards. A student who does not meet the SAP standards is not eligible for financial aid.

In order to re-establish financial aid eligibility, you must complete a SAP Appeal.

*For more information on the SAP requirements, please visit PCCC's Policy on the Financial Aid Office website: <https://pccc.edu/financial-aid>*

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### **FOLLOW THESE 3 STEPS TO SUCCESSFULLY SUBMIT YOUR SAP APPEAL:**

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1. Complete the **SAP APPEAL FORM** located on our website: [www.pccc.edu/faforms](http://www.pccc.edu/faforms)
2. On the appeal form, type a detailed **APPEAL STATEMENT** explaining your extenuating circumstances that contributed to your unsatisfactory status (*see sample on our website*).
3. Gather **SUPPORTING DOCUMENTATION** such as medical claims; a police report; a death certificate; a birth certificate; a notarized letter from third party; emails from your academic advisor; and the graduation application if you or on a Maximum Timeframe SAP status.

APPEALS WILL NOT BE HEARD IN PERSON, SO PLEASE TAKE YOUR TIME IN COMPOSING YOUR APPEAL.  
ALL DOCUMENTS MUST BE UPLOADED BY:

**Date disclosed on SAP email**