

Satisfactory Academic Progress (SAP) Appeal Process

This webpage guidance explains the SAP Appeal process without publishing the appeal form.

Why Isn't the SAP Appeal Form Available Online?

The SAP Appeal process begins with a required meeting with the Financial Aid Office. During this meeting, we will review your SAP status, discuss the circumstances that led to your suspension, and explain the documentation needed to support your appeal. This individualized approach helps ensure that students receive the most accurate information, understand the appeal requirements, and submit a complete appeal packet.

To begin the process, call 785.749-8480 to schedule an appointment with the Financial Aid Office.

Step 1: Schedule an Appointment with the Financial Aid Office.

After receiving a Financial Aid Suspension Notification, your first step is to schedule an appointment with the Financial Aid Office. During this required meeting, a Financial Aid staff member will review your SAP status, explain why you became ineligible for financial aid, discuss the SAP Appeal process, identify any required documentation, and explain Academic Plan requirements if your appeal is approved.

To schedule an appointment, call: call 785.749-8480

Step 2: Gather Required Documentation

Examples may include medical records, death certificates or obituaries, court documents, military orders, counselor statements, or other documentation supporting the circumstances described in your appeal.

Step 3: Complete and Submit the SAP Appeal

Following your appointment with the Financial Aid Office, you will receive information regarding the SAP Appeal process and any required forms or documentation. Appeals should be submitted **within three weeks** of receiving a Financial Aid Suspension Notification.

Step 4: Appeal Review

The SAP Appeals Committee reviews completed appeal packets and supporting documentation and evaluates the circumstances, supporting evidence, and likelihood of future academic success monthly.

Step 5: Receive a Decision

Decision outcomes will be sent to students' email addresses via Haskell.edu within two weeks of the committee's decision. Approved appeals may result in Financial Aid Probation and an Academic Plan. Denied appeals result in continued ineligibility for financial aid until SAP standards are met.

Appeal Approved

Students whose appeals are approved may be placed on Financial Aid Probation and continue to receive eligible federal financial aid. Students may also be required to follow an Academic Plan designed to help them regain SAP eligibility.

Appeal Denied

Students whose appeal is denied remain ineligible for federal financial aid until they meet SAP standards or otherwise regain eligibility.

Financial Aid SAP Status Definitions

Good Standing

The student meets all SAP requirements, including GPA, pace, and maximum timeframe requirements. The student remains eligible for federal financial aid and has no additional SAP-related requirements.

Financial Aid Warning

The student was previously in Good Standing but failed to meet one or more SAP standards. The student remains eligible for financial aid during the warning period but must improve academic performance to avoid suspension.

Financial Aid Suspension

Student failed to meet SAP standards while on Warning or cannot mathematically meet SAP requirements within the allowable timeframe. The student is not eligible for federal student aid unless a successful appeal is approved.

Financial Aid Probation

Student successfully appealed a Financial Aid Suspension and may receive financial aid while meeting the conditions of an approved academic plan. Failure to meet the plan requirements may result in a return to Suspension.

Status Flow

Good Standing → Warning → Suspension → Probation (successful appeal) → Good Standing

Status	Financial Aid Eligible?	Description
Good Standing	Yes	Meeting all SAP standards.
Warning	Yes	Failed SAP standards for one evaluation period; aid eligibility continues.
Suspension	No	Failed SAP standards and lost aid eligibility.
Probation	Yes	Appeal approved; aid eligibility restored while meeting academic plan requirements.