

**Kean University  
Office of Financial Aid**

**Satisfactory Academic Progress (SAP) Appeal Process**

**STUDENT APPEAL FORM for GPA and PACE**

Students who are ineligible because they are not meeting SAP requirements at Kean University must submit a complete SAP appeal packet to the Office of Financial Aid & Scholarship Services, including all necessary documentation, in order to be reviewed for reinstatement of financial aid eligibility.

The appeal packet **must** include all of the following:

- 1. The SAP Student Appeal Form must be complete. Be sure your name, Kean ID#, and signature are included.**
  
- 2. Your SAP appeal packet must have documentation to support the extenuating circumstances of your appeal.** Include all documents indicated in the sap appeal form that are applicable to your selected category listed on page 2. Appeals submitted without supporting documentation will be automatically denied.
  
- 3. Your SAP Appeal Narrative Statement (page 4) must include these specific components.**
  - Events/circumstances that directly contributed to you not meeting the satisfactory academic progress requirements over your entire academic record at Kean University, whether you received financial aid or not (i.e., illness, accidents, etc.)
  - Specific dates in cases of illness, accidents, etc.
  - An explanation of how things are different or have been resolved that will allow you to be more successful academically
  
- 4. Submit your complete SAP appeal packet to [sapquest@kean.edu](mailto:sapquest@kean.edu) or mail to the attention of the SAP Appeal Committee, c/o Office of Financial Aid & Scholarship Services, Kean University, 1000 Morris Avenue, Union, NJ 07083.**

**Kean University**  
**Office of Financial Aid & Scholarship Services**  
**Satisfactory Academic Progress (SAP)**  
**STUDENT APPEAL FORM for GPA and PACE**  
Spring Semester 2022

\*\*\* Deadline Date to Submit Complete Appeal Packet \*\*\*  
\*\*\* **January 21, 2022** \*\*\*

Students ineligible for financial aid at Kean University due to unsatisfactory academic progress (due to GPA and/or the completion of credits vs credits registered for) may appeal to have their financial aid eligibility reviewed for the possibility of reinstatement. An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon **documented extenuating circumstances** beyond the student's control. The student must submit this completed Satisfactory Academic Progress Student Appeal Form, along with all related supporting documentation. **All appeal decisions are final.** Appeals submitted without supporting documentation will be automatically denied. Late appeals will not be accepted and financial aid will not be awarded.

**STUDENT SECTION I**

Student Name: _____ <small>(Please Print)</small>	Kean ID# _____
Mailing Address: _____ <small>Number and Street                      City                      State                      Zip Code</small>	
Program of Study: _____	
Telephone Number: (    ) _____	Kean E-Mail: _____

**STUDENT SECTION II**

Please check  the category that applies to you and follow the instructions for that category. In addition to submitting supporting documentation, you must complete the attached narrative statement on page 4 explaining the circumstances prohibiting you from maintaining Satisfactory Academic Progress (SAP) Standards. If applicable, address each semester in which you did not perform according to SAP Standards.

<input type="checkbox"/>	<b>Death in the Immediate Family.</b> Immediate family includes parent(s), spouse, siblings, or dependent children. <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <b>Typed Explanation</b> (include name of deceased and relationship to you)</li><li><input checked="" type="checkbox"/> <b>Provide a copy of the death certificate, obituary or funeral program</b></li></ul>
<input type="checkbox"/>	<b>Illness/Injury/Medical Condition.</b> You (the student), your spouse, your dependent child, or your parent(s) were injured or ill for an extended period of time. <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <b>Typed Explanation (address when illness/injury occurred, treatment dates, etc.)</b></li><li><input checked="" type="checkbox"/> <b>Documents Needed:</b> Statement or Medical Documentation from the physician indicating the nature of the illness/injury/medical condition. Statement should also include ability to resume school.</li></ul>
<input type="checkbox"/>	<b>Other.</b> Appeals involving other <b><i>unexpected circumstances beyond the control</i></b> of the student will be considered. <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <b>Typed Explanation</b></li><li><input checked="" type="checkbox"/> <b>Document(s) needed:</b> Any documentation supporting the unexpected circumstances (legal documentation, etc.)</li></ul>

### STUDENT SECTION III – ACKNOWLEDGEMENT & SIGNATURE

Your signature below acknowledges and confirms that you have read and understand Kean University's Satisfactory Academic Progress (SAP) Appeal guidelines.

- I understand that if I previously submitted a Financial Aid SAP Appeal, which was denied, I may be automatically denied.
- I understand an appeal submitted without documentation will be automatically denied. Documentation must come from a professional objective third party that confirms my extenuating circumstance(s). Third party documentation must be submitted on official stationary or have an official seal and confirm the specific timeframe referenced in my appeal.
- I have included the narrative statement on page 4 describing my extenuating circumstance(s) as well as the positive steps I have taken to ensure if similar circumstances happen in the future, how I will be able to maintain satisfactory academic progress. Include any documentation to support these steps (physician's statement of ability to attend, letter from counselor, etc.).
- I certify the information on the appeal and any supporting documentation is accurate, true, and complete to the best of my knowledge. I understand that I may submit only one Financial Aid SAP Appeal and that all decisions are final. I will provide additional supporting information if requested by Kean University's Office of Financial Aid.
- I understand that if my Financial Aid SAP Appeal is denied, I am not eligible to appeal again at a later time.
- I understand false information may be cause for denial, reduction, and/or repayment of financial assistance.
- **I understand that I will be responsible for payment in full and/or making alternative payment arrangements to the university for my bill while this appeal is being processed, regardless of the decision rendered by the SAP appeal committee, as my appeal may be denied.**

All complete appeal packets will be reviewed by the SAP Committee and you will be notified of the outcome via email. Please note that in some cases, approved appeals may be subject to placement on an academic plan until all degree requirements are fulfilled. Financial Aid SAP Appeal Packets must be received prior to the close of business on the deadline date for the applicable semester for which you are appealing. Late appeals cannot be reviewed. Submitting this application does not guarantee approval.

My signature below certifies the validity of the information contained on this form and all attachments. It also authorizes Kean University's Office of Financial Aid to verify the information submitted.

\_\_\_\_\_ Kean ID# \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

Submit complete SAP Appeal Packets to [sapquest@kean.edu](mailto:sapquest@kean.edu) or Mail to the attention of the:  
Financial Aid SAP Appeal Committee  
C/O Office of Financial Aid & Scholarship Services  
Kean University, 1000 Morris Avenue, Union, NJ 07083

**FACSAPAR**

