



Satisfactory Academic Progress (SAP) Appeal Application

Federal regulations require schools to monitor the academic progress of each applicant for federal financial assistance and to certify that the applicant is making satisfactory academic progress toward earning their degree. This determination is typically made at least once a year, usually at the end of the Spring semester, and always before the university disburses any federal aid funds for the subsequent semester. Students not meeting the published standards will be ineligible to receive aid from any federal aid programs. The complete guidelines can be found in the Financial Aid section on the Financial Aid website. To appeal your Satisfactory Academic Progress (SAP) status, please complete and submit this form, including all required documentation.

Aid Year: 2025 -2026

What is the next semester you plan to enroll in: _____

Student Information

First Name: _____ Last Name: _____ ID: _____

Phone Number: _____ Email Address: _____

REQUIRED DOCUMENTATION FOR SAP APPEAL

To ensure your Satisfactory Academic Progress (SAP) appeal is considered, you must submit the following:

A signed and complete Satisfactory Academic Progress Appeal Form.

A signed statement explaining:

The extenuating circumstances that affected your academic achievement.

The specific time frame when the circumstances occurred, including the relevant term(s).

The duration of these circumstances and how they were resolved.

Satisfactory Academic Progress (SAP) Appeal Application

Supporting documentation that corroborates the extenuating circumstances detailed in your appeal. Examples of acceptable documentation include: a death certificate, an obituary, court documents, official documentation from medical professionals on business letterhead, official military orders, an eviction notice, and police reports.

Incomplete SAP appeals will not be considered.

Once your SAP Appeal has been submitted, you will be notified of the appeal decision via your Cooper Union email address.

Is this your first SAP Appeal? Yes ☐ No ☐

REQUIRED DOCUMENTATION:

Student Statement

Describe the circumstances that prevented you from meeting Satisfactory Academic Progress:

How have your circumstances changed so they will no longer impact your academic performance?

Please attach relevant supporting documents.

Satisfactory Academic Progress (SAP) Appeal Application

*Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

Signature

By completing and signing this form, I acknowledge and understand the following:

Submitting this appeal does not guarantee the reinstatement of my financial aid eligibility.

If my appeal is approved, I will be placed on Probationary Status and will be eligible for aid for one semester. During this probationary period, I must strictly follow the academic plan developed with my advisor. Following the completion of this one semester of allowable aid, my Satisfactory Academic Progress (SAP) will be re-evaluated to determine my eligibility for subsequent semesters. If, at the time of re-evaluation, I am not meeting the SAP standards, or if I am not adhering to my academic plan and demonstrating successful progress toward regaining eligibility, my financial aid will be discontinued.

If my appeal is denied, I understand that I will not be eligible for federal, state and/or institutional financial assistance until I regain Satisfactory Academic Progress (SAP) status.

Student Signature: _____ Date: _____

Questions? Contact FASAP@cooper.edu