



## 2025-26 Satisfactory Academic Progress

To appeal the results of a SAP evaluation, complete this form and return it to Financial Aid, 570 E. Leffel Lane, Springfield, Ohio 45505 or [financialaid@clarkstate.edu](mailto:financialaid@clarkstate.edu). For assistance, call 937-328-6034.

Clark State students who receive federal financial aid are required to meet Satisfactory Academic Progress standards. Evaluation of SAP is completed at the end of each semester. Students who do not meet the SAP standards have the right to file an appeal to document unforeseen and extenuating circumstances that impacted the student's ability to complete their degree or certificate within 150 percent of required credit hours.

**All appeals must be signed by the student and a staff/faculty advisor or retention specialist and include an academic plan that outlines all courses needed to complete the program, with supporting documentation.**

Students will be notified of the appeal decision (approved or denied) via email to their Clark State student email account within 3-5 business days.

**Students have eligible SAP status if they:**

- Maintain the required cumulative grade point average (GPA) of 2.00 or higher.
- Satisfactorily complete enough credit hours to have a completion rate of 66.6 percent or higher.
- Will graduate within 150 percent of the credit hours required to complete their academic program.

**To review the SAP policy, refer to the Clark State S.A.P. Policy at [go.clarkstate.edu/cs-sap](http://go.clarkstate.edu/cs-sap).**

### STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

**Appeals are processed within 3-5 business days. Students will be notified of the decision (Approved or Denied) by email to their Clark State student email.**

### EXTENUATING CIRCUMSTANCE(S) AND STEPS FOR SUCCESS

Provide a legible, detailed explanation of the circumstances that affected your academic progress (for example: death in the family, major illness or unexpected employment changes). Include the dates of each occurrence and documentation to verify the circumstances.

Provide a legible, detailed statement explaining how the extenuating circumstances were resolved and what steps you have taken or are planning to take to regain successful academic progress.

## SUPPORTING DOCUMENTATION

Please select one or more of the following that are attached to support your appeal:

- Documentation of illness and treatment. Please include dates: \_\_\_\_\_
- Obituary/death certificate
- Proof of visit with letter from campus resources (check all that apply):
  - Office of Accessibility
  - TRIO Staff
  - Counseling Services
  - Office of Student Support
  - Student Success Center (Tutoring)
  - Other: \_\_\_\_\_

## PELL GRANT AND LOAN USAGE

To get the Pell Grant percentage and student loan amounts, you will need to do the following:

1. Visit <https://studentaid.gov>.
2. Log in using your FSA ID
3. For Student Loans: "Select View My Loans".  
Pay attention to "Loan Type" and add the subsidized or unsubsidized amounts together, if necessary.
4. For Pell Grant: Click "My Grants" tab at the top of the page. On the right-hand side of the page, view Federal Pell lifetime eligibility used.

My Pell grant usage is \_\_\_\_\_% out of 600% lifetime eligibility

My subsidized loan amount is \$\_\_\_\_\_ out of \$23,000.

My unsubsidized loan amount is \$\_\_\_\_\_ out of \$8,000 for dependent students and \$34,500 for independent students.

*Total aggregate loan limit is \$31,000 for dependent students and \$57,500 for independent students.*

## CONFIRMATION OF ACADEMIC ADVISING MEETING TO DISCUSS STUDENT'S ACADEMIC PLAN

\_\_\_\_\_ I have attached my Academic Plan.

Staff/Faculty Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Catalog Year: \_\_\_\_\_ Credit Hours to Complete: \_\_\_\_\_

## CERTIFICATION STATEMENT

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation or information.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Acceptable signature formats include hand-written signatures, signatures made using a stylus or finger or an image representation of your signature.*

**FOR OFFICE USE ONLY**

Appeal Approved       Appeal Denied       Appeal Pending

FA Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

SAP Committee Review (beyond Forth Appeal): \_\_\_\_\_ Date: \_\_\_\_\_

Appeal Approved       Appeal Denied       Appeal Pending