

# SAP APPEAL PROCESS



## Satisfactory Academic Appeal Process Checklist:

### Student

---

- Student must visit [www.morton.edu](http://www.morton.edu) to complete an SAP appeal. This form has been converted to a PDF form for the student to complete and submit electronically via e-mail.
- Student must also submit a narrative statement describing the reasons and circumstances which impacted their ability to meet the standards.
- Must attach any supporting document in reference to a narrative statement
- Schedule a virtual appointment with designated Academic advisor. (Must have completed steps above before meeting with an advisor.)
  - Students may email [advising@morton.edu](mailto:advising@morton.edu) to know who's their assigned advisor.

### Academic Advising

---

- Arrange a virtual meeting to assist students with the Academic Plan.
- After completing the Academic Plan portion on the student's SAP appeal Academic Advisors must send an email with the completed SAP appeal to the Financial Aid Office.
  - Academic advisors will send completed SAP appeals as an attachment to [financial.aid@morton.edu](mailto:financial.aid@morton.edu).

### Financial Aid Office

---

- After the SAP appeal is sent to the Financial Aid Office. The Financial Aid Office will receive and email the completed SAP appeal to the SAP Appeal committee.
- Once a SAP Appeal with a response is received at the Financial Aid Office Jazmyne Alzate will update student SAP status and notify students accordingly.
- Students can keep track of their SAP status by accessing the Self-Service system at [www.morton.edu](http://www.morton.edu). Please follow the instructions below:
  1. Log into Panther Portal, then:
  2. Under "Self-Service Menu" select "Student."
  3. Select "Financial Aid" followed by "Financial Aid – Am I Complete?"