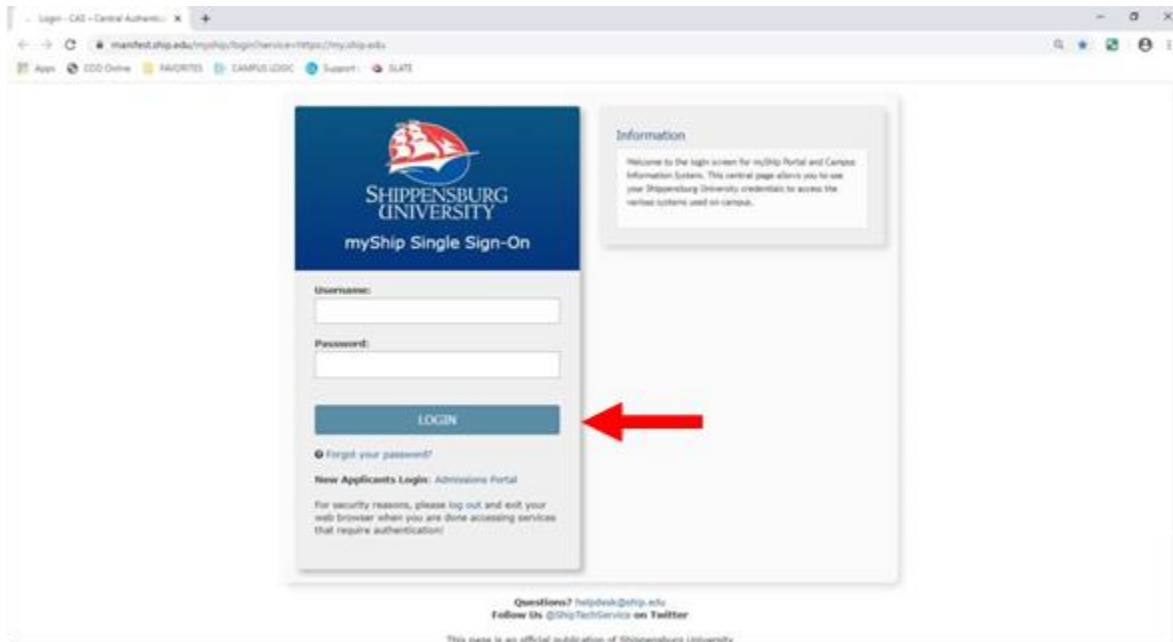


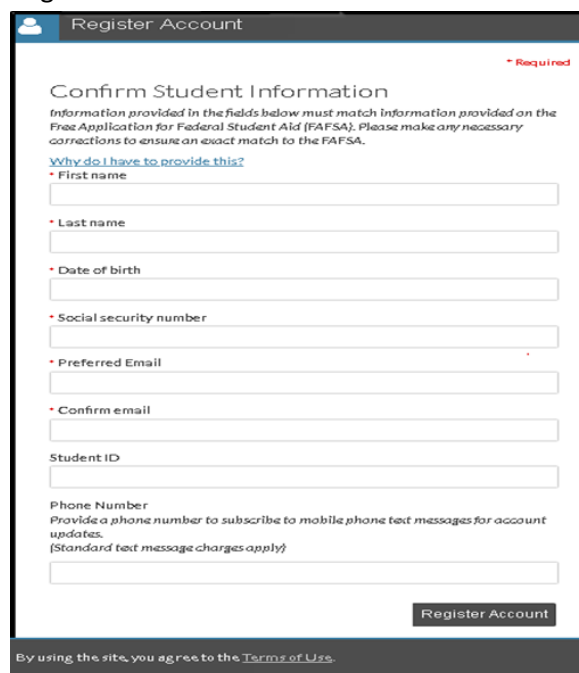
INSTRUCTIONS TO FILL OUT SAP APPEAL

1. To appeal the loss of your federal aid, you will need to go to <https://ship.studentforms.com/>. This will bring you to the myShip single sign-on.

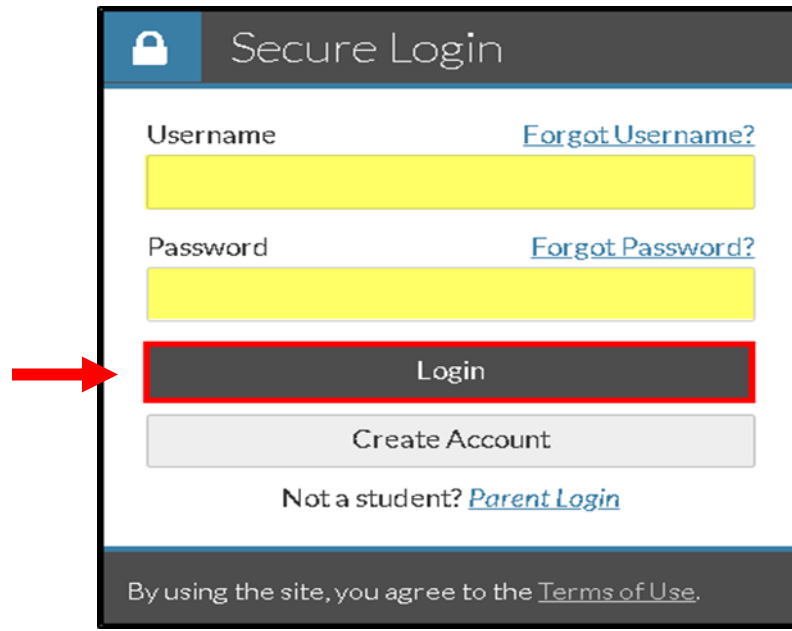


2. First time users entering <https://ship.studentforms.com/> are required to complete the Register Account screen (see below).

Some information might be pre-populated; however, the student must match **FIRST NAME, LAST NAME, DATE OF BIRTH, & SOCIAL SECURITY NUMBER** exactly as it appears on their FAFSA in order for the account to be created. The student will not be able to create an account if the SSN has been flagged with the Social Security Administration when completing the FAFSA.

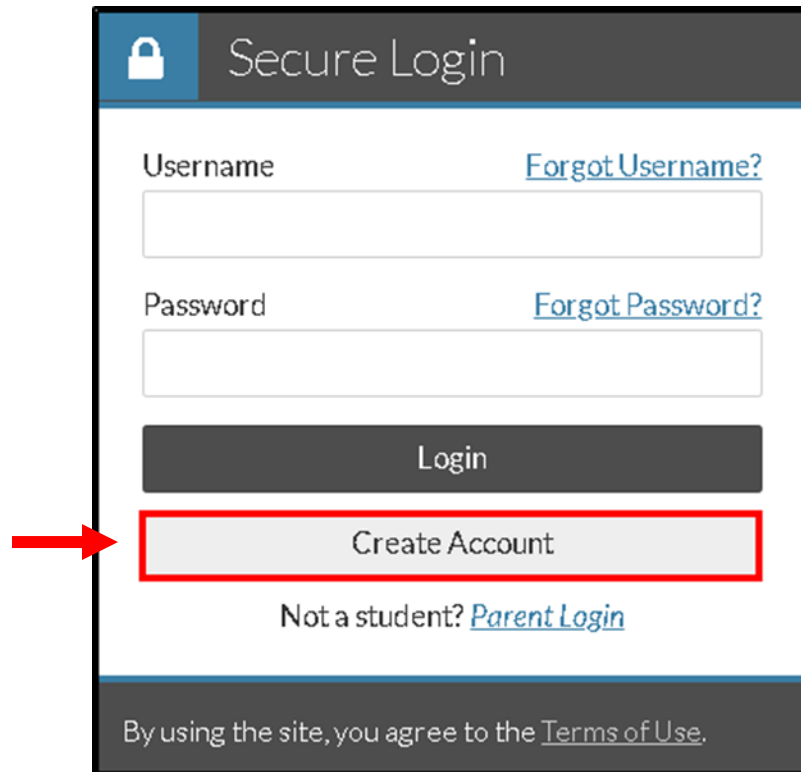


3. If the student previously created a username, they may enter the information and select login.



The image shows a 'Secure Login' form. At the top, there is a blue header with a white padlock icon and the text 'Secure Login'. Below the header, there are two input fields: 'Username' and 'Password'. To the right of each input field is a blue link: 'Forgot Username?' and 'Forgot Password?'. Below the input fields, there are two buttons: a dark grey 'Login' button and a light grey 'Create Account' button. A red arrow points to the 'Login' button. Below the buttons, there is a link: 'Not a student? [Parent Login](#)'. At the bottom of the form, there is a dark grey footer with the text: 'By using the site, you agree to the [Terms of Use](#)'.

4. If this is the first time the student is visiting the site, they will need to create an account by clicking the "Create Account" button (see below).




The image shows a 'Secure Login' form. At the top, there is a blue header with a white padlock icon and the text 'Secure Login'. Below the header, there are two input fields: 'Username' and 'Password'. To the right of each input field is a blue link: 'Forgot Username?' and 'Forgot Password?'. Below the input fields, there are two buttons: a dark grey 'Login' button and a light grey 'Create Account' button. A red arrow points to the 'Create Account' button. Below the buttons, there is a link: 'Not a student? [Parent Login](#)'. At the bottom of the form, there is a dark grey footer with the text: 'By using the site, you agree to the [Terms of Use](#)'.


5. After the student has created their account, they receive an account confirmation email with a link to verify their email address. If the student does not verify their email address, they will not be able to use the “forgot username” or “forgot password” links on the login page in the future.

Create Account

* Preferred Email * Required

* Confirm email

* Choose username  [Username requirements](#)

* Create password  [Password requirements](#)

* Confirm password

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

* First name


* Last name

* Date of birth

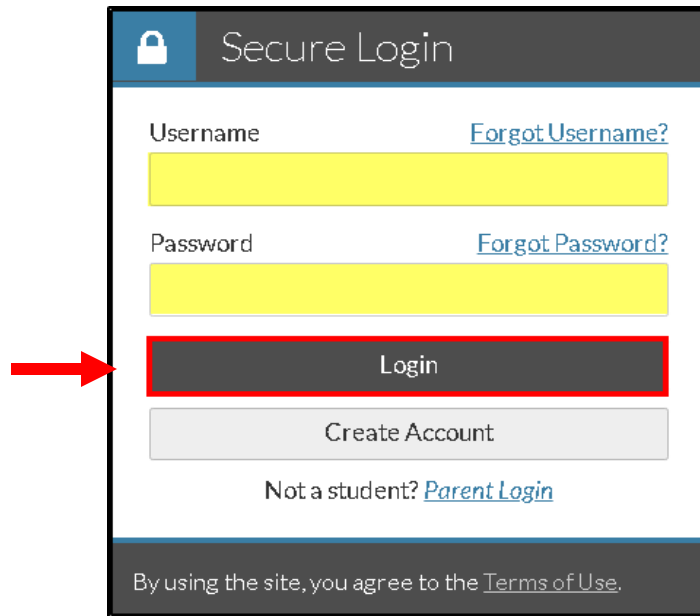
* Social security number

Student ID

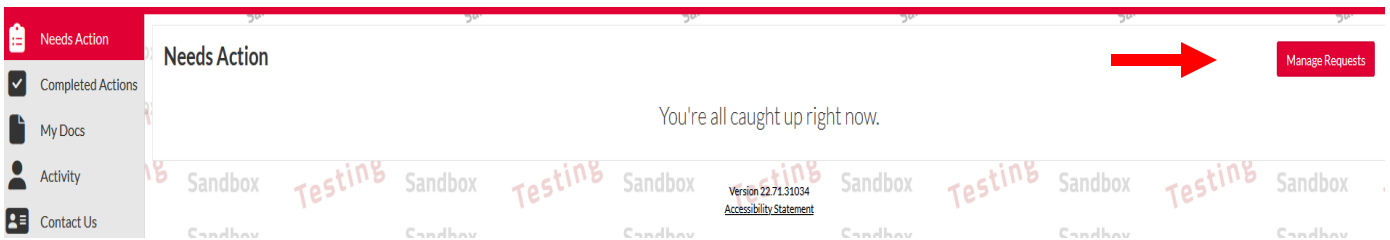
Phone Number
Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

Create Account 

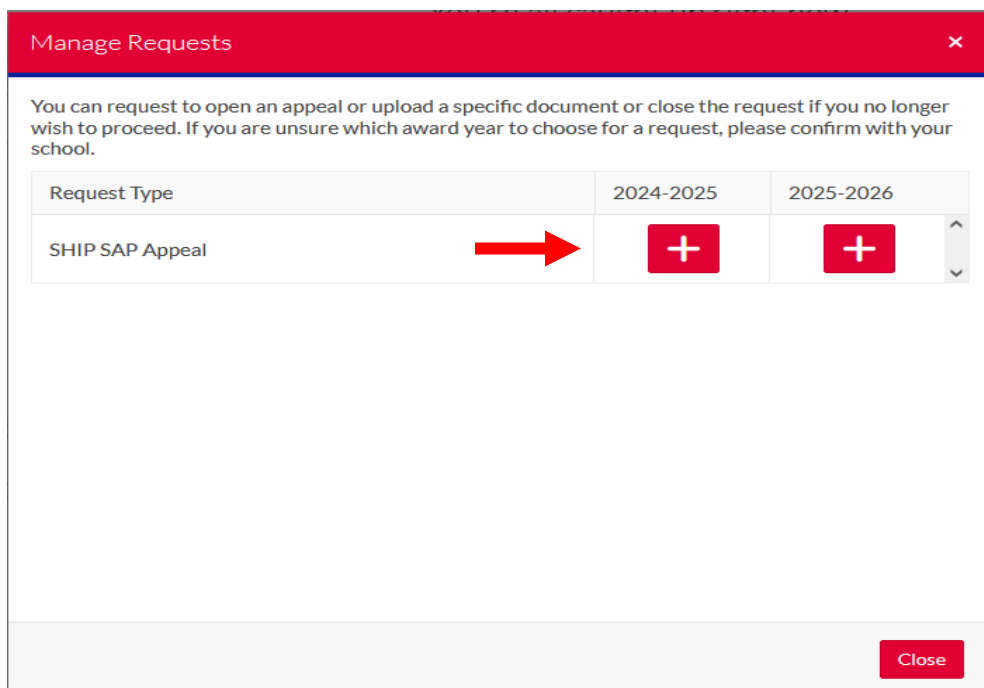
6. Once the account is created successfully, the student is redirected to the login screen to login.



7. Once logged in, under the “Needs Action” tab select “Manage Requests”



8. You will then select “SHIP SAP Appeal” for the appropriate aid year and term (Fall, Spring, or Summer) for which you are requesting Federal aid.



9. Once you select the aid year an important box will come up that you need to read. It has important information about doing a SAP Appeal and the deadlines for each term to submit an appeal.

In the “explain your reason box,” just put:

Failed SAP for (whatever previous term you failed Sap in) of (whatever year the term was in)

*****This is not your appeal letter*****

Add Request ×

SHIP SAP Appeal -- 2024-2025

STOP & READ!

Students wishing to complete a SAP Appeal for reinstatement of federal aid **must:**

- Have a valid FAFSA that has been completed and verified by the financial aid office
- If academically dismissed, you must be reinstated before a SAP appeal can be submitted.

Please Note: All complete SAP Appeals must be submitted **no later that 30 calendar days after the add/ drop date of the current term.**

- **Deadline Spring Term - Feb 27th, 2025**
- **Deadline Summer Term - Jun 27th, 2025**

Submit Go Back

Add Request ×

- **Deadline Spring Term - Feb 27th, 2025**
- **Deadline Summer Term - Jun 27th, 2025**

*** (Late appeals for extenuating circumstances may be approved on a case-by-case basis)*

*****In the space below type reason for request*****
(Ex. Failed SAP after Fall 2024 term)

Please explain your reason for this request.

Failed SAP after (TERM 20xx) term

Characters left: 222/255

➔ Submit Go Back

10. Once you hit submit the Needs Action window will open up. Selecting anywhere on the Needs Action box to bring up the SHIP SAP Appeal task. Click on the task to provide directions on how to complete the SAP Appeal.

☰ Needs Action

☑ Completed Actions
📄 My Docs
👤 Activity
👥 Contact Us

Needs Action

1
Task Left

2024-2025 SHIP SAP Appeal
Status: Collecting Documents

● Needs Action	1
● Submitted	0

[Needs Student Action](#) > [2024 - 2025 SHIP SAP Appeal](#)

2024 - 2025 SHIP SAP Appeal

➤ SHIP SAP Appeal

11. Once a task is open, fill out the SAP Appeal form and upload the appropriate documents. Please read all instructions and prompts to be sure the SAP Appeal is submitted correctly.

SHIP SAP Appeal



Satisfactory Academic Progress (SAP) Appeal

Please be sure to follow the instructions carefully and submit all required documents listed in these instructions. Your appeal will be reviewed once you complete all of the following steps:

1. **SAP Appeal Form** filled out, which identifies the reason for appeal
2. Provide a typed **Appeal Letter** that describes your reason for appeal and changes you have made. (Maximum One Page)
3. Upload **Third Party documentation** (which helps support the claim(s) you made in your appeal letter)
Refer to documentation required for appeal reason in selected in Section One of your Federal Financial Aid Appeal Form for guidance.)

****Incomplete Appeals will not be processed****

Failed SAP for (TERM) of (20xx)

Appeal Status: Open

- SHIP SAP Appeal  
- Upload SAP Third Party Documentation  
- Upload SAP Appeal Letter  

12. When completing the SAP Appeal Form, make sure your demographics are filled out completely and are correct, then continue to the Instructions section. Make sure you read the instructions carefully, so you know what is needed and how to proceed with the SAP Appeal before moving forward.

After reading the Instructions, select the **Term Appealing For** and the **Aid Year for Appeal**.

SHIP SAP Appeal Sandbox

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Student Demographics

Student First Name:

Student Last Name:

Ship ID:

Ship Email Address:





Instructions

Please be sure to follow the instructions carefully and submit all required documents listed in these instructions. Your appeal will be reviewed once you complete all of the following steps:

1. Select **Reason for Appeal**
2. Upload a typed one-page **Appeal Letter** that describes and explains your reason for appeal, and the changes you have made.
3. Upload **Third Party Documentation** which helps support your claim(s) you made in your appeal letter.

****Incomplete Appeals will not be processed****

Term Appealing For ?



Please select an option...

Aid Year for Appeal ?



Please select an option...

← Back



Continue →

13. In the Reason for Appeal section, please make sure you select **one** of the reasons listed below that closely matches your reason for doing a SAP Appeal. Make sure you pay attention to what information is needed to be provided in your Appeal Letter, and the required Third-Party documentation that will be needed to submit.

Reason For SAP Appeal

Please select reason for your appeal and pay attention to the information you will need to explain in your SAP Appeal Letter based on your reasoning.

Student Injury or Illness

- Explain the nature of your illness or injury (including dates) in your appeal letter.

Required Third-Party Documentation:

Statement from the attending physician, therapist, or counselor. This letter must be on their office letterhead and signed by the medical professional providing the statement. We will not accept medical records or a prescription pad note.

Illness or Injury of an immediate family member (Parent, Grandparent, or Sibling)

- State the relationship of the ill/injured person to you and explain the nature of the illness or injury (including dates) in your appeal letter and how it impacted you.

Required Third-Party Documentation:

Attach a statement from the attending physician, therapist, or counselor. This letter must be on their office letterhead and signed by the medical professional providing the statement. We will not accept medical records or a prescription pad note.

Death of an immediate family member (Parent, Grandparent or Sibling)

- State the relationship of the deceased to you in your appeal letter and how it impacted you.

Required Third-Party Documentation:

Attach a copy of the death certificate or obituary.

Other extenuating circumstance

- Explain the extenuating circumstances outside of your control and how it affected you academically.

Required Third-Party Documentation:

Provide documentation to support the reason(s) you state in your appeal letter

READ!

← Back

Continue →

14. When completing the Conditions of SAP Appeal, make sure each box is checked to attest that you understand the conditions of the SAP Appeal. Without this section being completed your SAP Appeal will not be processed.

Conditions of SAP Appeal

Please read the following statements and check off on each to confirm that you understand the conditions of submitting a SAP Appeal.

****All boxes must be check off on for appeal to be processed.****



- I certify that all information and documentation submitted in this appeal is accurate and true to the best of my knowledge.
- I understand that the submission of this appeal does not guarantee reinstatement of my Federal (Title IV) Financial Aid.
- I understand that if my completed appeal is not submitted for the current term by deadline (30 calendar days after drop/add date), I will need to find alternative funding for that term.
Deadline Spring Term - February 27th, 2025
Deadline Summer Term - June 26th, 2025
- I understand that if a decision about my appeal has not been made by the billing due date, I will have to make payment arrangements with the Student Accounts Office.
- I understand that appeals based on being unaware of the Satisfactory Academic Progress Policy or lack of motivation will not be considered, as this is not an extenuating circumstance.



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15. After you complete the Conditions of SAP Appeal, you will need to sign the SAP Appeal. If you choose to opt out of E-Sign Pin, you are required to download and print the form, manually sign and upload it into Student Forms then submit.

16. Once signed, you will then be directed to upload your Appeal Letter and your Third-Party Documentation. After everything is uploaded you need to make sure you submit your completed SAP Appeal.