



**Financial Aid SATISFACTORY
ACADEMIC PROGRESS (SAP)
APPEAL Instructions**

- Watch the ‘Satisfactory Academic Progress (SAP) Appeal Process **Tutorial**’ at bit.ly/sapvideo2 (case sensitive).
 - If prompted, log into your JJC student account to view the video.
- Determine which **Type of SAP Appeal** you need to complete.
 - Termination Appeal
 - Maximum Time Frame Appeal
 - Maximum Time Frame One-Time Reset Appeal
- Schedule an appointment with a JJC Academic Advisor to complete your **Educational Plan**.
 - Call 815-280-2673 or email academicadvising@jjc.edu
 - After your meeting, the Academic Advisor will email you a copy of the Educational Plan.
- Type your **Letter of Explanation** to detail the extenuating circumstances.
- Gather your **Supporting Documentation**.
- Complete the Satisfactory Academic Progress (SAP) **Appeal Form** at bit.ly/jjcsapform (case sensitive).
 - Upload your:
 - 1) Educational Plan,
 - 2) Letter of Explanation
 - 3) Supporting Documentation

Helpful Links (case sensitive):

SAP Policy: bit.ly/jjcsap

SAP Overview Tutorial: bit.ly/sapvideo1

SAP Appeal Tutorial: bit.ly/sapvideo2

SAP Appeal Form: bit.ly/jjcsapform

Additional Questions?:

JJC Financial Aid Office

815-280-2528

SAPfinaid@jjc.edu