

Satisfactory Academic Progress Appeal

Students who fail to meet the standards of satisfactory academic progress (SAP) have the option to submit an appeal if academic deficiencies were a result of an extenuating circumstance. Extenuating circumstances include but are not limited to illness or injury, death of a family member, divorce/separation or work-related problems. The Office of Student Financial Aid is able to consider appeals based on these or other circumstances. **If there was not an extenuating circumstance that resulted in your academic deficiencies you are not eligible to submit an appeal.**

A. Student Information

Please complete this form to appeal your ineligibility for financial aid if any such extenuating circumstances apply to you. The appeal will not be reviewed until all required documents have been submitted.

Name: (Last) (First) (MI) BearPass #

Address: (Street) (City) (State) (Zip) Phone

Check the semester for which you are requesting an exception (only one):

- Fall Spring Summer

Check the reason you are requesting an exception (check all that apply):

- Did not meet the GPA requirement.
 Did not meet the required pace of 67%.
 Have exceeded the maximum hours timeframe.
 Second Degree-Seeking Student

B. Deadline for Submission

An appeal for the current semester will not be accepted after the **tenth week** of classes (**fourth week** for the summer session). Appeals for prior semesters are not considered. This appeal will not be reviewed until all appropriate documentation has been submitted.

C. Required Action: Submit this form and all of the following items to the Office of Student Financial Aid

- A **signed**, legible written/typed explanation **from you** detailing the reason(s) for your lack of satisfactory academic progress. Address each term in which you did not meet the requirements of SAP and each requirement that was not met (GPA, pace, etc.).
- Documentation supporting your explanation. Acceptable documentation includes letters, photocopies of bills and other official reports, death certificates or other information from third-party sources that support the student's case.
- A statement from you explaining what corrective measures you have taken to ensure satisfactory academic progress in the future.
- An academic plan completed by you that has been reviewed and signed by your academic advisor. The academic plan template is available on the office of Student Financial Aid website.
- If you have completed a minimum of 75 credit hours you will need to declare a major if you have not already done so.

- If you have exceeded the maximum timeframe because you are completing a second degree, please explain that in your written statement as well as how you will benefit from obtaining a second degree
- If you have any incomplete grades you must provide documentation from the instructor stating your progress in the course(s) and your anticipated completion date.

Note: Inability to successfully pass coursework is not an acceptable reason for poor grades. For SAP purposes, poor and/or failing grades are not, for financial aid eligibility purposes, acceptable reasons for withdrawing from classes. Only those events beyond the student's control (i.e. illness, death of a family member, etc.) are acceptable reasons for an appeal.

D. Acknowledgement of Debt

Failure to meet SAP standards can result in students incurring excessive student loan debt. For this reason, it is important to remain aware of your current debt balance. In the space provided please report your current student loan debt, as reported by the National Student Loan Data System (NSLDS) at www.NSLDS.ed.gov.

Total Outstanding Principal \$ _____ Total Outstanding Interest \$ _____

E. Certification Statement

By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, and that I have appropriately attached all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) policy and understand that submitting this form does not guarantee that my request will be granted.

Student's Signature _____
Date

Appeals are reviewed by the Financial Aid Appeals Committee. The outcome of an appeal will depend on the nature of the circumstances, the quality of the documentation provided, and how well the student has displayed the ability to progress towards degree completion within a reasonable timeframe. Students are notified in writing of the decision. The decision of the appeal committee is final. The committee will automatically deny any appeal that does not have supporting documentation.

For Office Use Only:

- GPA and/or completion rate
- Exceeded Maximum Timeframe

Appeal Decision:

- Approved for _____ term(s)
- Approved – Probation
- Effective Term _____
- New SAP Status _____
- Denied
- Appeal Sent to Committee

Comments:

