

## Financial Aid Satisfactory Academic Progress Appeal Form

*Please **TYPE ALL** Responses*

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student ID: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Grade Level: \_\_\_\_ FR \_\_\_\_ SO \_\_\_\_ JR \_\_\_\_ SR \_\_\_\_ GRAD

Federal regulations require the Office of Financial Aid to monitor the academic progress towards earning a degree for students receiving financial aid. Satisfactory Academic Progress (SAP) is calculated each semester to ensure students applying for financial aid meet the minimum standards. Students whose academic performance falls below the minimum SAP standards are no longer eligible for financial aid. Students have the right to appeal their financial aid suspension.

To request financial aid reinstatement, please complete this appeal form and upload it to the [Financial Aid Student Portal](#) with all required supporting documentation by the [requested deadline](#). **The SAP committee's decision is final.** Requests for re-consideration will not be accepted. **Appeals received without supporting documentation will not be reviewed.**

### SAP STANDARDS:

**Grade Point Average (GPA)** – failure to maintain a minimum cumulative GPA (CGPA).

**Completion Rate** – failure to pass a minimum percentage of the cumulative course work attempted.

**Maximum Time Frame for Program Completion** – failure to complete the program within a maximum timeframe of 150% of the normal program length measured by attempted credit hours (**program length x 150% = maximum timeframe**)

#### Undergraduate Students

Credit Hours Attempted	Minimum CGPA	Completion Rate
0 – 23	1.60	50%
24 – 47	1.80	60%
48 – 180	2.00	67%

Undergraduate students should complete the program in 180 attempted credit hours (120 x 150% = 180)

#### Graduate Students

Credit Hours Attempted	Minimum CGPA
≥ 1	3.0

Credit Hours Attempted	Completion Rate
≥ 9	75%

Graduate students in Master of Education in School Counseling (48 cr.) should complete the program in 72 attempted credit hours (48 x 150% = 72)

For all other graduate degree programs, students should complete the program in 45 attempted credit hours (30 x 150% = 45)

### STEP 1: CLASSIFICATION

Select the reason for your appeal from the list provided.

☐ Financial

☐ Military

☐ Medical (Family)

☐ Death in the family

☐ Medical (Personal)

☐ Personal / Other

## STEP 2: SUPPORTING DOCUMENTATION

Attach documentation that substantiates the details in your personal statement (e.g., medical bills, unemployment records, eviction notices, etc.). Documentation must provide sufficient information to support the existence of the unique circumstances or evidence that the circumstances have been resolved. It is your responsibility to convince the committee of the documentation provided.

Please note that supporting documentation **should not include** school records (such as grades, account balances/statements, etc.), as this information is already accessible to the committee. All supporting documents must be translated into English, and any monetary amounts should be converted to U.S. dollars.

When submitting documentation from another country, submit the original along with the translated copy.

## STEP 3: PERSONAL STATEMENT

Please **type** a **detailed** personal statement that includes the following required information:

- Explain the unique and extenuating circumstances that prevented you from being academically successful.
- Clearly indicate how those circumstances have been resolved.
- Describe your specific plan/strategies to improve your academic performance that will allow you to meet SAP standards.

Students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid assistance until the appeal process is complete and a decision has been made by the Office of Financial Aid. **Students should be prepared to pay all tuition, fees, and other educational expenses until approved to receive financial aid.** Submission of an appeal does not guarantee approval. A decision will not be made on your appeal until all required information and documents have been received. If your appeal is approved, you are not guaranteed replacement of any previously awarded financial aid package.

Student Signature: \_\_\_\_\_

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

### Office Use Only

Semester: _____	Committee Decision: _____	Date: _____
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