Appeal Guidelines: A student is no longer eligible for federal or state aid due to a failure to meet Satisfactory Academic Progress (SAP) standards. If you have failed to meet SAP standards, you may appeal your SAP suspension status. The outcome of this appeal will depend on the nature of your circumstance(s) and the quality of documentation that you provide. All submitted documentation is confidential.

Your appeal must be complete prior to advisor review. Avoid delay by following the outlined instructions to assist you in submitting a complete appeal.

Complete all steps and provide all required documentation.

1. **What SAP standard(s) are you not meeting? Check all that apply.** Refer to your ‘To Do List’ section on LOUIE to view your specific SAP standard(s) you are not meeting.

   - [ ] Cumulative GPA — Must meet minimum GPA requirements of 2.0 undergraduates/3.0 graduates
   - [ ] Pace of Progress — Must complete 67% or more of attempted units with at least a ‘D’ letter grade or higher
   - [ ] Maximum Time Frame — Must not exceed 150% of the published units required for your degree

2. **Your SAP appeal must also include:**

   - [ ] A typed Personal Statement that addresses your extenuating circumstance(s). If your circumstance(s) occurred during more than one semester, address each semester that you did not meet SAP standards. Your statement must answer the following questions:
     - What extenuating circumstance(s) prevented you from meeting Satisfactory Academic Progress?
     - How did your circumstance(s) affect your academic performance?
     - Considering your circumstance(s), how have you attempted to maintain your financial aid eligibility during the most recent term?
     - How has your situation changed? Has your circumstance been resolved? Specifically, what steps are you taking to ensure future academic success and progress towards your degree/certificate according to SAP standards?

   - [ ] Provide Supporting Documentation that will validate your unusual circumstance(s). See page two for examples.

3. **An Academic Plan Form** is required if you are approaching or exceeding Maximum Time Frame.

   - [ ] Make arrangements to meet with your academic advisor to determine the remaining courses required for graduation. The Academic Plan Form must be completed and signed by your academic advisor after you both agree upon a plan.

Student Certification: By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with my appeal is true and correct to the best of my knowledge. If asked, I will provide documentation to verify the accuracy of my appeal. I have read and understand the Satisfactory Academic Progress (SAP) policy and understand submitting this form does not guarantee that my appeal will be approved.

Student Signature: __________________________ Date: ____________
Important Information:

- Include all required documentation with your appeal and personal statement when submitting to this office via postal mail, email, or fax.
- Complete SAP Appeal submissions will be reviewed and a decision rendered within 15 business days.
- An incomplete SAP Appeal will not be reviewed and/or may be denied.
- While waiting for an appeal decision, you will continue to remain responsible for all tuition, fees, and university charges, regardless of final SAP Appeal decision.
- If your appeal is denied, you may request a second review only if you can provide new documentation that was omitted from the initial appeal.
- **Submitting an appeal does not guarantee approval of financial aid reinstatement.**

Examples of Supporting Documentation:

Some examples of unusual circumstances follow, along with examples of appropriate documentation. Your personal statement must include specific details of your circumstance, while your required documentation supports the details.

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples of Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documented mental or physical illness, injury, or disability</td>
<td>Letter from treating physician specifying date range and how illness/injury prevented satisfactory progress towards class/program completion</td>
</tr>
<tr>
<td>Death of a family member or significant person</td>
<td>Copy of an obituary or death certificate</td>
</tr>
<tr>
<td>Illness, accident, or injury of a significant person</td>
<td>Documentation (e.g., physician’s statement, police report, or third-party entity, such as a hospital billing statement,) related to the individual for whom you provided care or support</td>
</tr>
<tr>
<td>Divorce or separation; OR divorce or separation of parent(s)</td>
<td>Attorney’s letter on law firm’s letterhead, petition for dissolution, or a copy of divorce decree</td>
</tr>
<tr>
<td>Personal circumstances relating to issues with spouse or partner, family, roommate, or other significant person</td>
<td>Written statement from an attorney, professional advisor, or other third-party individual who can attest to the situation</td>
</tr>
</tbody>
</table>