2015-2016

Financial Aid Satisfactory Academic Progress (SAP) Appeal

Important information: In order to regain financial aid eligibility, you must appeal your suspended Satisfactory Academic Progress (SAP) suspension. Submitting an appeal does not guarantee approval and appeals submitted without all required documentation, will not be reviewed. Federal regulations require that all students meet SAP standards to remain eligible for financial aid.

A. Student’s Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>NAU ID:</th>
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</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>NAU E-mail:</td>
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</table>

B. Appeal Processing Guidelines

- Appeals must include a personal statement and supporting documentation.
- An incomplete SAP Appeal will not be reviewed and/or may be denied.
- Additional supporting documents may be requested for appeal to be processed.
- Students must be enrolled in the term for which they are seeking aid.
- Students will remain responsible for university charges regardless of appeal outcome.
- Complete SAP Appeal submissions will be reviewed within 15 business days.
- Submitting an appeal does not guarantee approval of financial aid eligibility reinstatement.
- The deadline to submit an appeal to regain fall financial aid eligibility is November 15. Appeals for spring eligibility must be received by April 15. Appeals for summer eligibility must be received by July 15.

C. SAP Standards

Which SAP standard are you currently not meeting? Check all that apply.

___ Cumulative GPA: Minimum GPA requirements are 2.0 for undergraduates, 3.0 for graduates.

___ Pace of Progress: 67% of all attempted units must be completed with D grade or higher.

___ Maximum Timeframe: Degree must be completed within 150% of the published credit hours (transfer credits are included in the total).

D. Required Appeal Documents

The following documents are required for your appeal to be processed:

1. Signed SAP Appeal form

2. Personal statement, which must include the following:
   - A detailed explanation of the extenuating circumstance(s) that prevented you from meeting one or more of the SAP standards
   - How has your situation changed?
3. **Supporting documentation** to substantiate your statement

   *If you are appealing for the **Maximum Timeframe** standard only, the **SAP Academic Plan form** must be submitted in place of supporting documentation.*

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**E. Examples of Extenuating Circumstances and Supporting Documentation**

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Supporting Documentation</th>
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<tbody>
<tr>
<td>Mental or physical illness or injury to the student or immediate family member</td>
<td>Letter from physician, police report, or other professional statement that specifies date range and illness/injury</td>
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<tr>
<td>Death of a family member or significant person</td>
<td>Copy of obituary or death certificate</td>
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<tr>
<td>Other unusual circumstances beyond the student's control</td>
<td>Written statement from an attorney (on law firm’s letterhead), professional advisor, or other professional third-party individual who can attest to the situation</td>
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**F. Agreement and Understanding**

Please read and initial each item to verify that you understand and agree to the following:

- _____ I understand submission of this appeal is only a request and does not guarantee financial aid eligibility reinstatement.
- _____ I understand I am currently not eligible for financial aid and I am responsible for all university charges.
- _____ I understand that if my appeal is approved, I must follow the probation conditions that are established.
- _____ I understand that I cannot re-appeal for the same circumstance if I fail my probation conditions.
- _____ I understand that my appeal will not be processed until all documentation has been submitted and that review will take up to 15 business days.
- _____ I understand that I must be enrolled in the term for which I am seeking aid.
- _____ I have read, understand, and will follow NAU’s SAP Policy [nau.edu/SAP](http://nau.edu/SAP).

**Student Certification:** By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information in and submitted with my appeal is true and correct. I will provide additional information if requested by the NAU Office of Scholarships and Financial Aid. **Typed signatures will not be accepted.**

**Student Signature:** ___________________________  **Date:** ___________________________