



Student Financial Services
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Financial Aid Satisfactory Academic Progress Appeal Form

Name (please print) _____ G# _____

Signature Required _____ Date _____

Complete this form to appeal the loss of financial aid eligibility if: 1) you fell below the minimum GPA and credit hour requirements of the Financial Aid Satisfactory Academic Progress Policy (SAP), 2) you will be able to meet the requirements of SAP within one semester and 3) you have experienced extenuating circumstances (such as the death of an immediate family member or you experienced a serious injury or illness) which prevented you from meeting SAP requirements.

Your appeal must include the following to receive full consideration:

- Statement explaining the extenuating circumstance(s) and how it impacted your academic performance.
• Description of the action(s) you have taken to resolve the extenuating circumstance and ensure future academic success.
• Documentation to support your extenuating circumstances, such as the death certificate of an immediate family member and an explanation of how it impacted your ability to meet the SAP requirements or a letter from a physician concerning medical reasons that may have affected your academic performance and verification that your medical condition will not affect your academic performance in the future.

Appeals must be received before the last day for the full semester to drop a class with a 100% refund in the semester for which the appeal applies. Appeals received after the deadline date will be processed for the following semester. You will be sent an email notification of the decision by the semester deadline date and you can view the decision on MYSAIL. Approved appeals are not retroactive to prior semesters. Appeals without supporting documentation will automatically be denied.