



Satisfactory Academic Progress Appeal Application (SAP)

Instructions: Please complete this form to appeal your **Financial Aid Suspension**.

- (1) **COMPLETE**, type all information in the space provided, (2) **PRINT** Application (3) **MEET** with your Academic Advisor to complete Step 5, (4) **SUBMIT** completed application to the Office of Student Financial Aid. Failure to submit **all documentation** by the deadline could result in denial of your appeal.

Term	Deadline
Summer	One Week Before the Start of Summer Classes
Fall	One Week Before the Start of Fall Classes
Spring	One Week Before the Start of Spring Classes

Step 1: Student Information

APPEAL DECISION IS NEEDED FOR (CHECK ONLY ONE):

☐

Undergraduate

☐

Graduate

Student's Last Name

First Name

MI

MVSU ID #

Mailing Address

City/State

Zip Code

Email Address

Cell Phone Number

Home Phone Number

SAP Appeal Semester (Choose One) ☐ Summer

Year

☐

Fall

Year

☐

Spring

Year

Step 2: Reason for Financial Aid Suspension

Indicate below which situation applies to your academic difficulty.

☐

Medical: A personal medical problem contributed to your failure to maintain satisfactory academic progress.

- Attach documentation from a medical professional from whom you have received advice or treatment. All documentation **MUST** include the dates. Your personal statement must include the dates of treatment and a resolution to the medical issues as well as clearance to return to school from your doctor/physician.

Death/Illness: The death or illness of an immediate family member (i.e. mother, father, grandparent, sibling, or immediate family such as a related aunt or uncle) contributed to your lack of academic progress.

- Attach appropriate copies of medical records, death certificate, obituary, etc. Your personal statement must include your relationship to the immediate family member.

Military Service: You were required to report for active duty unexpectedly and had to withdraw.

- Provide a copy of official orders for active duty. Your personal statement must include your dates of deployment.

Other Unforeseen Events: An unexpected event occurred which affected your academic progress.

- Personal statement must include an explanation of the extenuating circumstance(s) and include appropriate documentation substantiating the reason(s) for lack of Satisfactory Academic Progress. Your personal statement must include dates of occurrences and a resolution to the issues.

Note: Circumstances relating to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered extenuating for purposes of appealing a financial aid restriction.

Last Name

First Name

MI

MVSU ID #

Step 3: Personal Statement

1. Provide a detailed explanation of the special circumstances that prevented you from maintaining satisfactory academic progress. You must include specific dates as to when your special circumstance occurred. **Answer in the space provided.**

2. Explain how your personal circumstances have changed so that they will no longer hinder your academic progress. Indicate what steps you have taken to ensure these problems will not be a factor in your future progress and what steps you will take to meet satisfactory academic progress? **Answer in the space provided.**

Step 4: Student Certification

Your signature certifies that the information provided is accurate and complete to the best of your knowledge. By completing and submitting this form: 1) you certify that you have reviewed the SAP policy and acknowledge that your current financial aid status is suspension and understand that if your SAP appeal is denied, you **will not** be granted financial aid for this semester and future semesters until you are once again meeting the SAP standards, 2) you and your academic advisor agree that the courses listed are acceptable toward the completion of your degree program, 3) your SAP status will be recalculated at the end of the semester.

Student Signature

Date

Last Name _____ First Name _____ MI _____ MVSU ID # _____

Step 5: Academic Plan of Study (Completed by Academic Advisor)

Current GPA _____ Major _____ Estimated Graduation Date _____

☐ **Student Not Meeting Cumulative GPA**

- If approved, student must pass all credit hours attempted with a minimum semester GPA of 2.0 undergraduate/3.0 graduate. Student also understands that a complete withdrawal from any semester while on this academic plan should be discussed with an academic advisor and financial aid counselor *prior* to the withdrawal.

☐ **Student Not Meeting PACE (Cumulative Attempted Hours/Cumulative Earned Hours < 67%)**

- If approved, student understands that a complete withdrawal from any semester while on this academic plan should be discussed with an academic advisor and financial aid counselor *prior* to the withdrawal.

☐ **Student Exceeding Maximum Timeframe (to be completed by Academic Advisor)**

- Is this student pursuing a double major or degree? ☐ Yes ☐ No
- Did (or will) this student change his/her major? ☐ Yes ☐ No If yes, when? _____
- Expected Graduation Date _____
- Total number of remaining credit hours needed to complete degree requirements _____

The following grid is required for all students (to be completed by Academic Advisor)

List the specific courses. Carefully evaluate this plan as students will be expected to complete all courses listed below to meet satisfactory academic progression. The student may lose aid eligibility if these terms are not met. List the most efficient plan for the student to graduate; the SAP Academic Plan should detail significant and reasonable progress.

Courses Required for Appeal Semester			Credit Hours
☐ Summer _____ Year	☐ Fall _____ Year	☐ Spring _____ Year	
Example: BI111 Biology			3
Total Credit Hours			

Academic Advisor Signature _____

Date _____

Advisor Telephone Number _____

Advisor Email Address _____