



# Satisfactory Academic Progress Appeal Form

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Current Email Address \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_ Semester appealing to have aid reinstated \_\_\_\_\_

A student who has lost his/her eligibility for financial aid due to lack of satisfactory academic progress may appeal for reinstatement of his/her eligibility **if circumstances beyond his/her control prevented him/her from meeting the established standards.** Circumstances that may merit appeals include but are not limited to the following: serious illness or injury to the student, a death of an immediate family member, or other circumstances that cause the student undue hardship.

To appeal, you must submit **all** of the items below. Your responses should be provided on separate paper and attached to this form with supporting documentation. All statements provided must be TYPED.

1. Your own typed statement that is specific in your explanation of your situation and demonstrating your commitment to achieving Satisfactory Academic Progress going forward. In your statement, you must address the following two questions:
  - a. What were the circumstances that caused you to fail to meet the required standards?
  - b. How your circumstances have changed and what specific steps do you intend to take in the next semester to improve your academic performance.
2. Attach documentation that supports your appeal. If, for example, the deficiency was caused by medical problems or personal injury, provide supporting evidence from a physician or hospital. In the case of the death of an immediate family member, you may submit a copy of the obituary or death certificate.
3. If you will be unable to meet the minimum SAP requirements at the end of the semester you are appealing, please submit an Academic Plan for Financial Aid Funding signed by you and your academic advisor or SASS staff member.
4. If you have additional information that you would like to be considered, you may include a statement detailing this information.
5. Sign and attach this form to your written statements and documentation and return it to:

Office of Financial Aid  
University of Saint Francis  
2701 Spring Street  
Fort Wayne, IN 46808

**I understand that the Office of Financial will not accept an appeal for Satisfactory Academic Progress (SAP) that is incomplete or lacks documentation. I am; therefore; submitting my completed SAP appeal. Your completed appeal must be submitted prior to the first day of the term that you are requesting reinstatement of eligibility.** Once a decision has been made, I will be notified by mail of the decision. Should my appeal be approved I will receive a notification detailing the terms and conditions of Financial Aid Probation or approval of my submitted Academic Plan for Financial Aid Funding. I understand that it is my responsibility to provide any additional requested information before funding can be applied to my business office account.

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

\_\_\_\_\_  
Date

Office of Financial Aid Use Only		
Action Taken:	Approved ____ Financial Aid Probation ____ Academic Plan Approved	Denied ____ Financial Aid Suspension
Letter sent: _____	_____ Financial Aid Officer – Signature	_____ Date

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

Major: \_\_\_\_\_ Degree (circle one): Associate or Bachelor

Hours Earned: \_\_\_\_\_ Hours remaining to earn degree: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Term \_\_\_\_\_

Suggested/Required Courses	Credits
1.	
2.	
3.	
4.	
5.	
6.	

Term \_\_\_\_\_

Suggested/Required Courses	Credits
1.	
2.	
3.	
4.	
5.	
6.	

Term \_\_\_\_\_

Suggested/Required Courses	Credits
1.	
2.	
3.	
4.	
5.	
6.	

Term \_\_\_\_\_

Suggested/Required Courses	Credits
1.	
2.	
3.	
4.	
5.	
6.	

**To be completed by Academic Advisor or SASS**

By signing below, I confirm that I have worked with the student listed above on this Academic Plan for Graduation as indicated. I also confirm that if the student successfully completes the coursework outlined in this plan, the student will be a candidate for graduation within the next 4 semesters.

\_\_\_\_\_  
Signature of Academic Advisor or SASS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Printed Name