



Satisfactory Academic Progress (SAP) Appeal Form

Due August 1, 2019

Student Name: _____

Last 3 Digits of Student ID: _____

If you are not planning to use federal or state financial aid, you do not need to complete the appeal process. Some private lenders require a student to be meeting Satisfactory Academic Progress (SAP). If you are using a private loan, please check with your lender regarding their policy on Satisfactory Academic Progress. For more information see the [SAP Policy pdf on iRaider](#).

Step 1: Check the type of appeal (more than one category may apply)

- GPA: If this appeal is based upon your cumulative grade point average, you must address the issue of completing courses with a GPA lower than the standard listed in the Catalog.
- Completion Rate: If the ratio of hours attempted to hours passed is less than 67%, you must address enrolling courses and receiving a withdrawal/s (W) or an incomplete/s (I) which had negatively affected your completion rate.
- Timeframe: If your appeal is based on exceeding the maximum total attempted credit hours allowed for your degree, you must address the need to enroll in a greater number of credit hours than is normal.

Step 2: Check the reason you have been experiencing academic difficulty

- Medical
- Death/Illness
- Change of Major
- Other Circumstances (please specify)

Step 3: Please explain why you have not made satisfactory academic progress (You may attach a separate sheet if needed)

Step 4: Please describe the steps you have taken to achieve satisfactory academic progress

Step 5: Make an Appointment with a financial aid counselor to review the appeal

I certify that the above information is complete and correct. I have met with a financial aid counselor and understand that after the Fall term if I am not meeting SAP standards or following my academic plan, I will be ineligible for federal and state financial aid. I will have to submit an appeal with a different extenuating circumstance or use my own resources to pay my balance in full for the next term. I understand what SAP standards I have to meet in order to be eligible for federal and state financial aid.

Student Signature: _____ Date: _____

I have met with the above student and explained the SAP standards. I have also explained the consequences for not meeting these standards.

Student Financial Aid: _____ Date: _____

Step 6: Meet with the Assistant Academic Dean and create an academic plan

After you meet with a financial aid counselor, you will be contacted by the Office of Academic Affairs to schedule a meeting with the Assistant Academic Dean to create an academic plan. **Academic plans must be completed before August 23, 2019.** Once your academic plan and appeal form have been submitted, your financial aid will be conditionally reinstated, and progress will be monitored to ensure the academic plan is being followed.

Questions? Contact the Office of Student Financial Aid

(330) 823-2674 finaid@mountunion.edu