



Satisfactory Academic Progress (SAP) Appeal Request

Name: _____ Student ID: _____
Last First MI

Students may appeal their Satisfactory Academic Progress (SAP) status. To be eligible for Financial Aid funds, a student must make satisfactory academic progress. Students who do not meet the academic standards may have their financial aid eligibility suspended. The appeal must include a typed detailed letter explaining the circumstance and resolution with supporting documentation.

For more information on the MSU SAP Policy, please visit our website at www.moreheadstate.edu/sap/.

Note:

- The SAP Appeal Committee may request additional information.
- Financial Aid will not pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions.
- The SAP Appeal Committee may approve your appeal with certain academic progress conditions or limit future hours.
- If your appeal is denied, you will be responsible for expenses incurred at the college without benefit of financial aid.
- **The decision of the SAP Appeal Committee is final.**

Address: _____
Street City State Zip

Phone: _____ Term you are appealing to receive aid: Fall Semester ___ Spring Semester ___ Summer Semester ___

Program/Major: _____ Anticipated Graduation Date: _____

Is this your first SAP appeal: ___ YES ___ NO. If no, when did you last appeal? _____

Appeal Reason:

- Personal illness or injury *(Please provide at least one of the following: doctor's note, doctor's statement).*
- Death in immediate family *(Please provide a copy of the obituary, funeral card, or death certificate).*
- Other Extenuating Circumstance *(Please provide documentation see examples below).*
- Maximum Time Frame (MTF) *(Please provide a statement from your advisor to include required classes necessary to complete your active program and expected graduation date obtained from and signed by your academic advisor).*

Attach the following to this form: All items must be attached to be considered as a complete appeal for review by the committee.

1. A **typed letter** stating:
 - MTF students must state why they have not yet earned a degree.
 - Other appeals must include the reason they have not maintained Satisfactory Academic Progress (SAP) in detail, and how the issue has been resolved to insure standards are met in the future.
2. **Documentation** that supports your reason for appealing. Documentation must state the date(s) during which the circumstance occurred. (Examples of supporting documentation: statement from doctor, police reports, death certificate, or letter from a professional (lawyer, doctor, minister) familiar with your circumstance).
3. An **unofficial transcript** this is available on your MyMoreheadState account.

Incomplete SAP Appeal Request will be returned and will not be reviewed by the committee.

Appeal Process

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accident(s), etc.) that were a factor in not making satisfactory academic progress she/he has the right to appeal. Students who were determined to be at Maximum Time Frame (MTF) may request their coursework be evaluated based on classes needed for current credential through the use of a degree audit.

A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to MSU Office of Financial Aid (100 Admissions Center Morehead, KY 40351 or fax: 606-783-2293) by the student to include typed letter, documentation and unofficial transcript. The Appeal form is also available on the MSU website at www.moreheadstate.edu/finaidforms.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

If approved, students will receive a plan or enter into a contract specifying academic requirements necessary to remain eligible to receive financial aid for the remainder of their enrollment or until SAP standards are achieved.

Decisions made by the Satisfactory Academic Progress Appeal Committee are final and cannot be appealed.

Certification Statement: I certify that all of the information provided is true to the best of my knowledge. If I purposely give false or misleading information on any financial aid documents, I may be fined, sentenced to jail or both.

Student's Signature: _____ Date: _____