



SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

STUDENT FIRST NAME

STUDENT LAST NAME

SCHOOL ID

Students who are no longer eligible for *federal, state or institutional aid* as a result of not meeting Satisfactory Academic Progress (SAP) can submit a SAP appeal in an effort to re-establish their student aid eligibility. Please complete this form and submit all required supporting documentation. Third party documentation is required for your appeal to be considered complete. Incomplete appeals will not be reviewed.

In order to meet Satisfactory Academic Progress (SAP), all students must meet all components of the following criteria:

1. Maintain a minimum GPA of a 2.0 for undergraduate students OR a minimum GPA of a 3.0 for graduate students.
2. Successfully complete at least 67% of all attempted credits; AND,
3. Complete the educational program within a timeframe no longer than 150% of the published length of the program, as measured by transfer and attempted credits.

STUDENTS ARE ALLOWED A MAXIMUM OF TWO (2) APPROVED APPEALS DURING THEIR ACADEMIC CAREER. EXCEPTIONS WILL NOT BE MADE TO THIS POLICY.

STEP 1: PROVIDE AN EXPLANATION OF CIRCUMSTANCES

In addition to this form, please provide a written explanation of your unique extenuating circumstance(s).

1. An extenuating circumstance could be severe personal or family problems, health, social, psychological, emotional and/or behavioral issues, injury, death of a close relative, adversity due to unforeseen events, etc.

Lack of awareness of the University's withdrawal policies, the federal requirements for satisfactory academic progress, or an overall unpreparedness for college coursework are not considered extenuating circumstances.

- a. List the dates your extenuating circumstances occurred: From _____ To _____
2. Submit a detailed letter explaining the extenuating circumstances you experienced and why it led to your inability to successfully complete 67% of your overall attempted credits and/or the required cumulative GPA. a. Provide as much detail as possible.
 - b. Include what happened and what has changed.
 - c. Type and sign the letter.

STEP 2: INCLUDE SUPPORTING DOCUMENTATION

Provide appropriate third-party documentation to verify/support the claims you make in your written explanation. Third-party documentation is considered either of the following:

1. Official documentation that provides proof or evidence of your extenuating circumstances. **Official documentation** can include records of hospitalization, urgent care, doctor visits, police reports, copies of obituaries with a clear relationship to the student, a birth or death certificate, news articles, court orders, etc.
2. Letters of support from a third party who **does not** have a personal relationship with you. **Letters of support from a third-party source** must be a professional individual such as a doctor, counselor or psychologist, social worker, police officer, pastor, professor, etc. and **cannot be a friend or family member**. Each letter must be on an official letterhead, signed and include the individual's name, title, telephone number and relationship to the student.

PART 3: STUDENT CERTIFICATION

Read carefully and initial each statement to indicate your agreement of the terms of the appeal process.

- ☐ I certify that all the information and documentation submitted in this appeal is accurate and true.
- ☐ I understand that my appeal will not be reviewed by the committee until all the required items are received: this form, my written explanation of circumstances, supporting documentation.
- ☐ I have reviewed the SAP appeal review periods and decision deadlines outlined in this form and I understand that they are not negotiable.
- ☐ I understand the submission of this appeal does not guarantee reinstatement of my financial aid.
- ☐ I understand that a lack of awareness of the University withdrawal policies, the federal requirements for satisfactory academic progress, or an overall unpreparedness for college coursework are not considered extenuating circumstances.
- ☐ I understand that if I do not submit my appeal form and required documentation within the initial review period there is no guarantee my appeal will be reviewed before the bill due date, housing move in date or the official start of classes for that semester.
- ☐ I understand that no exceptions will be made to the policies outlined in this form. I understand it is my responsibility to have another plan in place to cover my bill with the Office of Student Accounts in the case my appeal is denied or submitted after the initial review period.
- ☐ I understand that if my appeal is denied or submitted after the initial review period, I am eligible to enroll in a payment plan with the Office of Student Accounts and/or apply for an alternative student loan through private lenders.
- ☐ I understand that appeals will not be approved for summer or winter courses.
- ☐ I give permission to the Financial Aid SAP Committee to review my financial aid, academic, and judicial affairs records that are on file.

If your SAP Appeal is approved, your aid will be reinstated on a probationary basis for the year. While on probation, you understand and adhere to the following requirements:

- ☐ Maintain a minimum semester GPA of 2.0 for Undergraduates or a 3.0 for Graduates.
- ☐ Successfully pass all classes attempted with a C (or better) for Undergraduates or a B (or better) for Graduates.
- ☐ Maintain a 100% semester completion ratio.
- ☐ Will not WITHDRAW or AUDIT any courses after the semester Add/Drop deadline.

STUDENT SIGNATURE

DATE

SCHOOL ID

Please be advised that there is a limit of 2 approved appeals during your academic career. In accordance with the Title IV Financial Aid federal regulation 34 CFR668.34, Bowie State University has established a Satisfactory Academic Progress (SAP) Policy for Title IV financial aid recipients. This policy is separate and distinct from academic standing.