



FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Student Name _____ PSU ID _____

This form provides the opportunity to appeal for reinstatement of your student aid eligibility. This form should only be completed if you have encountered extenuating circumstances that prohibited you from meeting financial aid satisfactory academic progress. Refer to the website below for Penn State's Financial Aid Satisfactory Academic Progress (SAP) policy.

<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/appendix-e-financial-aid-satisfactory-academic-progress-standard-policy/>

Valid reasons for a SAP appeal include death of a relative, an injury or illness or other extenuating circumstances. **Lack of awareness of withdrawal policies or requirements for financial aid satisfactory academic progress are not acceptable reasons to appeal.**

Please take the following steps to complete your SAP Appeal:

1. **Student Section.** Answer all questions listed on page 2. Please attach a separate sheet if necessary.
2. **Adviser Section.** Make an appointment to meet with your adviser and complete page 3.
3. **Supportive Documentation.** Attach date-specific documentation from a third-party familiar with your extenuating circumstances. A third-party can include a therapist, healthcare provider, community intervention agency, social worker, law enforcement officer, clergy member or other adult non-relative. For medical related appeals (including those involving mental health), attach documentation from your healthcare provider detailing your medical circumstances during the dates listed for question 1 in the Student Section (page 2). The statement should also address the current status of your medical condition. If your third-party chooses to submit a letter on your behalf, the statement should be signed or on letterhead. Do not submit supportive documentation from a friend, peer, relative, academic adviser, campus retention coordinator, or aid representative.
4. **Certification.** Initial the items in the student certification box on page 3 and sign the certification statement.
5. Return the completed appeal form and any required documentation to the Office of Student Aid at your respective campus.

INCOMPLETE APPEALS MAY BE RETURNED WITHOUT REVIEW

After your appeal has been reviewed by the Office of Student Aid, you will receive email notification of the outcome in approximately one to three weeks. **The deadline for submitting your completed appeal (including supportive documentation) is the Friday prior to the last week of classes for the current semester. Appeals can only be approved for the current semester; we cannot approve appeals for a semester that has already ended.** If your appeal is approved, you will be reconsidered for student aid sources for which you applied and will have one semester of financial aid probation. At the end of your semester on financial aid probation you must be meeting the financial aid SAP standards or, if applicable to your situation, meeting the requirements of an academic plan. If your appeal is denied, you can restore eligibility by enrolling for one or more semesters at your own expense until you achieve the minimum financial aid SAP standards.

Information you provide to the Office of Student Aid is generally considered confidential. Please note, however, that Student Aid employees are required by Pennsylvania Law and University policy to report instances of suspected child abuse. More information about reporting requirements is available on the Penn State Office of Ethics and Compliance website at <http://www.universityethics.psu.edu/UniversityEthics/reporting-child-abuse.cfm>.



FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM
Student Section

Student Name _____ PSU ID _____

COMPLETE ALL of the following (attach a separate sheet if necessary):

1. The date(s) your circumstances/difficulties occurred: From ____/____/____ To ____/____/____

2. Why were you unable to make financial aid satisfactory academic progress (SAP)? To be making SAP at Penn State students must earn 67% of the credits attempted, have a cumulative GPA defined in Penn State's Financial Aid Satisfactory Academic Progress (SAP) policy, and earn their degree within the maximum timeframe of 150% of the published length of the primary degree program. Please explain the specific circumstances that prevented you from meeting the SAP requirements.

3. What has changed in your situation that will allow you to make financial aid satisfactory academic progress in the future?

4. What supportive documentation are you including with this appeal? **Appeals will not be reviewed without third-party documentation.** If submitting a letter, please provide the third-party's relationship to you (see step 3 on page 1 for details). Please note that we may contact your third-party to verify the authenticity of the documentation.



FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM
Adviser Section

Student Name _____ PSU ID _____

Meet with your academic adviser to complete the following items:

1. Current Program of Study: _____
 2. Projected Graduation Date: _____ / _____ (mm/yy)
 3. The TOTAL number of credits your current program requires for graduation: _____
 4. The TOTAL number of earned credits that apply toward graduation requirements in your current program: - _____
 5. The TOTAL number of required credits you still must complete for graduation from your current program(s): = _____ *
- * Including credits scheduled for current semester. This cannot be a negative amount.

Adviser signature and contact information:

I have met with the above-named student to discuss the remaining required credits they must complete to graduate from the current program of study listed above.

Adviser Signature _____ Date _____

Adviser Contact Information: Phone Number _____ Email _____

Student Certification

Please carefully read and initial each item and sign the statement below.

____ I understand if my appeal is approved, I will have one semester on financial aid probation.

____ I understand if my appeal is approved, I must be meeting the requirements of SAP at the end of my semester on probation or be meeting the requirements in my academic plan. I understand that this may require me to complete 100% of the credits that I attempt.

____ I understand that in order to be making SAP I must be meeting the following standards:

- I must have a cumulative GPA of 2.0 (undergraduate, law students) or a 3.0 (graduate, teacher certification, professional students).
- I must maintain a pace of completion (credits earned/credits attempted) of at least 67%.
- I must complete my academic program within the maximum timeframe, which is 150% of the published length of my primary degree program.

____ I understand that if I am appealing after the start of the semester, courses that I late drop or fail during the semester may impact the outcome of my appeal.

____ I understand that to receive federal student aid, I can only take classes that are required for my current degree program.

I understand that failure to comply with the above terms could result in the loss of financial aid. I certify that all information provided in this appeal including any attachments, are true and complete to the best of my knowledge.

Student Signature _____ Date _____

Typed signatures cannot be accepted