

Student Name (Last, First)	myZou Student ID Number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

**Satisfactory Academic Progress (SAP) Appeal  
FOR GRADUATE and CERTIFICATE STUDENTS**

**SUBMIT COMPLETED APPEAL BY THE FOLLOWING DEADLINES TO BE CONSIDERED FOR FINANCIAL AID FOR THAT TERM:**

**JULY 1<sup>ST</sup> FOR SUMMER 2017 AID, NOVEMBER 1<sup>ST</sup> FOR FALL 2017 AID, APRIL 1<sup>ST</sup> FOR SPRING 2018 AID**

The Student Financial Aid office has established guidelines (based on federal regulations) for evaluating your academic progress. The Satisfactory Academic Progress (SAP) standards are not the same as the academic standards of the University or department(s). SAP standards are listed at <http://financialaid.missouri.edu/eligibility/satisfactory-academic-progress.php>.

Submit this appeal form, along with the required items listed below (incomplete appeals may cause significant delays in the review process) to the Student Financial Aid office in 11 Jesse Hall to appeal for the reinstatement of student financial aid.

**If your appeal is approved, you will be on financial aid probation and must comply with these standards each semester:**

- Earn a **minimum 3.00 term GPA**
- All students on probation must **complete at least 75% of the coursework attempted**

**1.  ACADEMIC PLAN (SEE PAGE 2 FOR FORM TO BE COMPLETED WITH ACADEMIC ADVISER):**

Submit a copy of your academic plan. This must be filled out with and approved by an academic or faculty adviser. You must follow this plan if your appeal is approved. **Please work together with the academic/faculty adviser to develop a realistic plan, based on your specific needs and past academic performance.**

**ACADEMIC PLAN EXPECTATIONS:** Your academic plan should indicate enrollment for the academic year, including the term for which you are appealing. It should indicate the degree/certificate you are pursuing. This plan should be practical and realistic so you have a reasonable likelihood to complete the semester successfully and meet probationary standards. *The objective of the plan should be to rehabilitate academic progress so the student will meet SAP requirements in the future.*

**PART-TIME PLAN:** A part-time plan may be more realistic for some students because of other commitments, including work, family, and/or health. However, we do not recommend you drop to part-time status after classes have begun for a particular term without first speaking with an academic adviser **and** your financial aid adviser.

**2.  SUBMIT WITH THIS FORM A TYPED NARRATIVE THAT INCLUDES THE FOLLOWING:**

- **THE SPECIFIC CIRCUMSTANCES THAT HAVE CAUSED YOU TO BECOME INELIGIBLE FOR FINANCIAL AID.**

Describe the circumstances throughout your graduate career for which you could not plan, influence, or prevent. Do not limit your narrative to events in the most recent semesters. Review your academic record and explain reasons for failing grades, withdrawals, excessive hours, and incompletes. Provide relevant documentation when possible (e.g., a letter from a doctor, counselor, etc.).

- **THE SPECIFIC STEPS YOU ARE NOW TAKING TO ADDRESS THESE CIRCUMSTANCES AND TO IMPROVE YOUR RECORD.**

Describe how you have addressed or will address the circumstances to prevent further disruption to your academic progress.

*Please be aware the financial aid appeals committee will review your student academic profile. If your student academic profile is incomplete, provide additional documentation, such as academic transcripts from other schools. INCOMPLETE APPEALS WILL DELAY REVIEW.*

**APPEAL DECISIONS ARE FINAL AND NOT SUBJECT TO FURTHER REVIEW.**

**I acknowledge the terms and conditions of appealing for financial aid and the information I have provided is true and accurate to the best of my knowledge. I understand that failure to meet the terms of my academic plan and financial aid probationary standards, should my appeal be approved, will result in loss of future financial aid payments. If my appeal is denied, I understand I must complete a successful semester on my own (defined on next page) to be eligible for re-appeal.**

STUDENT SIGNATURE

DATE





## SATISFACTORY ACADEMIC PROGRESS (SAP) FREQUENTLY ASKED QUESTIONS

**WHAT IS SATISFACTORY ACADEMIC PROGRESS (SAP)?** Federal regulations require the university to establish, publish, and apply standards of satisfactory academic progress. The purpose of measuring and enforcing these standards is to ensure financial aid recipients make progress toward degree completion. Students who fail to meet SAP requirements become ineligible to receive financial aid until they are (a) in compliance with these requirements or (b) by successfully appealing for eligibility and receiving financial aid under a probationary status. In order to meet SAP, graduate students must earn passing grades in at least 75 percent of all credit hours of graded coursework attempted and maintain a minimum cumulative grade point average of 3.00.

**HOW OFTEN IS SATISFACTORY ACADEMIC PROGRESS REVIEWED?** The financial aid office conducts an annual SAP evaluation following the grade submission deadline for the spring semester. Students who meet SAP will not be evaluated again until the following spring semester. Students who do not meet SAP are evaluated at the time of appeal for consideration for financial aid on a probationary status. Students on financial aid probation are evaluated each term to ensure they are following their academic plan and financial aid probationary standards. Students are evaluated at the end of each term if they fail to receive passing or satisfactory grades in all courses for the given term.

**WHAT FINANCIAL AID PROGRAMS ARE AFFECTED?** If a student is not meeting SAP, he/she is generally ineligible for all federal, state, and institutional financial aid programs. Individual programs may have more rigorous standards for receipt or renewal. Private scholarships or loans may or may not require SAP standards be met or may have their own individual standards. Please see program details for more information.

**HOW OFTEN ARE APPEALS REVIEWED?** SAP appeals are reviewed by a committee on a rolling basis after the May evaluation.

**WHAT DOES THE FINANCIAL AID APPEALS COMMITTEE CONSIDER WHEN REVIEWING AN APPEAL?** The committee reviews each appeal individually, on a case-by-case basis. Written documentation of illness, accident, injury, death of a close family member, or other extenuating circumstances throughout your academic career for which you could not plan, influence, or prevent will be considered carefully. You should include this and other relevant information in your narrative, along with documentation from appropriate third parties, if applicable (e.g., a physician, therapist, etc.). Third party documentation need not be specific, but rather inform the committee on your prognosis (ability to focus on your academics).

**WHAT HAPPENS IF MY APPEAL IS APPROVED?** You will receive the appeal decision via your MU email address. This email will detail the criteria you must meet each semester. You will continue to be eligible for financial aid while you are meeting these criteria within the timeframe allowed for you to complete your degree. If you fail to meet the criteria, you will lose your eligibility. Eligibility for a subsequent appeal is based on completion of a successful semester on your own.

**WHAT HAPPENS IF MY APPEAL IS DENIED?** If your appeal is denied, the decision is final and not subject to further review. Eligibility for a subsequent appeal is based on you completing a successful semester on your own.

**WHAT IS A SUCCESSFUL SEMESTER ON YOUR OWN?** A successful semester on your own is defined as completing at least 4 hours with a 3.00 term GPA in one semester without MU student financial aid that requires SAP eligibility. Students appealing again after a previous denial or failure to meet probationary terms are required to meet this requirement to appeal again. These appeals are reviewed by an external review committee (without financial aid staff representation).

**WHAT IS THE DEADLINE TO APPEAL?** After grades are posted each spring semester, you must meet certain deadlines to be considered for financial aid for certain payment periods. To be considered for summer aid, you must submit a complete appeal by July 1<sup>st</sup>. Appeals submitted after that will only be considered for fall/spring eligibility. To be considered for fall aid, you must submit a complete appeal by November 1<sup>st</sup>. Appeals submitted after that will only be considered for spring eligibility. Students who submit an appeal for spring eligibility will not be reviewed until after the fall grade deadline (if enrolled in fall) and the final appeal deadline for consideration is April 1<sup>st</sup>.

**CAN I AMEND MY ACADEMIC PLAN?** Plans can be amended on a case-by-case basis due to course availability and submitted to the financial aid office through an appointment with your financial aid adviser. You will be notified of the result via email.