



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 1ST FOR SUMMER 2021 AID, NOVEMBER 1ST FOR FALL 2021 AID, APRIL 1ST FOR SPRING 2022 AID

The Student Financial Aid office has established guidelines (based on federal regulations) for evaluating your academic progress. SAP standards are not the same as the academic standards of the University or department(s). SAP standards are listed [here](#).

Submit the SAP Terms and Conditions 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 or using the secure document uploader.

1. **ACADEMIC PLAN (SEE PAGE 3 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 adviser. You

must follow this plan if your appeal is approved. Failure to follow this plan will result in failing probationary standards. **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 (you must be enrolled for us to consider your appeal, if you are unable to enroll you need to reach out to Student Financial Aid). 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 academic 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.

Note: Due to Executive Order No. 40 issued by the President of the University of Missouri System, any incident of sexual harassment of any kind, including sexual assault, committed against students must be reported to the University Title IX Coordinator. <http://title9.missouri.edu/reporting/>



Student Name (Last, First)	myZou Student ID Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Satisfactory Academic Progress (SAP) Appeal
Terms and Conditions
FOR GRADUATE and CERTIFICATE STUDENTS**

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.

By signing and submitting this appeal I understand and agree to the following terms:

- I am submitting a completed appeal including all required signatures, completed academic plan, narrative, and necessary supporting documents.
- I am enrolled in the courses listed for the term in which I am appealing for aid.
- I will follow the approved academic plan and understand that I must submit a new plan and explanation for the change if I am unable to follow the approved plan for all semesters.
- I will only enroll in an alternate class(es) listed on the academic plan if I am unable to enroll in one of the other classes approved on my plan.
- Undisbursed aid may be canceled if there is a change in my SAP status or I fail to follow this plan.

If your appeal is approved, you will be on financial aid probation and must meet the outlined standards each semester:

- All students must follow the approved academic plan.
- If failing for GPA:
 - Students must earn a **minimum 3.00 term GPA**
- If failing for pace or max attempted hours:
 - Students on probation must **complete at least 75% of the coursework attempted in the term.**
- If failing for both GPA and pace (or max attempted):
 - Students must earn a **minimum 3.00 term GPA**
 - Students on probation must **complete at least 75% of the coursework attempted in the term.**

STUDENT SIGNATURE

DATE



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 Academic Plan

To be completed with an Academic/Faculty Adviser

Intended major: _____ Today's Date: _____

Credits Remaining in Program: _____ Anticipated degree completion date: _____

SUMMER 2021	
COURSE SUBJECT/NUMBER/REQUIREMENT	CREDITS
TOTAL CREDITS:	

FALL 2021	
COURSE SUBJECT/NUMBER/REQUIREMENT	CREDITS
TOTAL CREDITS:	

SPRING 2022	
COURSE SUBJECT/NUMBER/REQUIREMENT	CREDITS
TOTAL CREDITS:	

Place asterisk () next to repeated coursework, two (**) if student was already enrolled prior to advising appointment and after deadline to drop, or (***) for alternate courses.*

The student was advised to access the following resources or strategies to improve his/her academic record:

<input type="checkbox"/> Academic Support Resources/Services (e.g., special accommodations, tutoring, TRiO, academic exploration, etc.)			
<input type="checkbox"/> MU Career Center	<input type="checkbox"/> Wellness Resource Center	<input type="checkbox"/> Counseling Center	<input type="checkbox"/> Office for Financial Success
<input type="checkbox"/> Reduced Course Load	<input type="checkbox"/> Reduced Work Hours	<input type="checkbox"/> Repeat Courses	<input type="checkbox"/> Remedial Coursework
<input type="checkbox"/> Change of Major	<input type="checkbox"/> Backup Plan	<input type="checkbox"/> Community Referral (e.g, housing/transportation services/social service)	
<input type="checkbox"/> High Risk: We discussed the plan above, which I believe is high-risk, and I have advised you to follow a more realistic plan.			

Advisors Advice/Notes (Required):

The courses listed above are required for your degree program at MU. We discussed your specific needs, including a realistic plan to be academically successful, and what you need to accomplish to meet SAP standards in the future.

ACADEMIC ADVISER NAME (PRINT) _____ **ACADEMIC ADVISER SIGNATURE** _____ **DATE** _____

I understand that a realistic academic plan is important to meeting SAP standards in the future. I understand that failure to follow this plan or failure to meet probationary standards, which are reviewed each semester, will result in loss of current and future financial aid payments. I understand appeal decisions are final and not subject to further review.

STUDENT SIGNATURE _____ **DATE** _____

IF I WANT TO CHANGE MAJORS, WHICH ACADEMIC ADVISER SHOULD I MEET WITH? You should complete your academic plan with the academic adviser in the department for which you plan to enroll, even if you have yet to officially change majors. Visit advising.missouri.edu for help finding an adviser. If you need assistance exploring your options at Mizzou, please consider Academic Exploration & Advising Services as a resource. Information can be found at aeas.missouri.edu.

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, undergraduate students must earn passing grades in at least 67 percent of all credit hours of graded coursework attempted and maintain a minimum cumulative grade point average of 1.67 (for students with fewer than 60 credits at the time of evaluation) or 2.00 (for students with 60 credits or more at the time of evaluation). Students must complete their degree within 180 attempted credits. Students who fail all coursework or are otherwise considered an unofficial withdrawal will fail SAP criteria for the given term.

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.

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 6 hours with a 2.25 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 1st. 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 1st. 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 1st.

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.