

Standards of Satisfactory Academic Progress
Financial Aid Appeal Form

Student Name: _____ **SSU ID:** _____

Satisfactory Academic Progress (SAP) is basic academic standards to ensure successful completion of coursework leading to the timely receipt of a degree. In order to receive federal financial aid, state, grants, and/or university aid, students must meet SAP standards established by the University in accordance with federal regulations. SSU monitors all students' (aid and non-aid recipients) academic progress at the end of each semester.

For more information regarding Shawnee State University's Policy on Standards of Satisfactory Academic Progress, go to <http://www.shawnee.edu/offices/financial-aid/satisfactory-academic-progress.aspx>.

If you received notification that your financial aid has been suspended and you wish to appeal that decision, please follow the instructions below:

Reason for denial of financial aid (check all that apply):

- 1. I am an undergraduate student and do not have a cumulative GPA that meets financial aid standards.
- 2. I have not completed 67% of my attempted credit hours.
- 3. I have exceeded the attempted number of credit hours allowed for my degree (Associate degree = 96 credits, Bachelor degree = 186 credits).

If you checked #1 or #2 above, you must submit the following:

- Submit this appeal form with a personal statement explaining why you failed to achieve satisfactory academic progress. The statement should include any extenuating circumstances such as death in the immediate family, serious medical illness or injury, or other circumstances beyond the student's control. Also include your perspective on what led to this academic difficulty. Explain how your circumstances have changed, allowing you to successfully make satisfactory progress. Include resources you intend to use to assist you in becoming successful. Submit third-party documentation to support your appeal, if appropriate.
- Submit a Degree Audit of your current major(s). Contact your academic advisor or college chairperson for this audit.
- Complete a Financial Awareness Counseling session. This is available online at www.studentloans.gov. Sign in using your FSA ID and then select "Complete Counseling." Please select the option to notify SSU. We will be notified electronically when you complete the session.

If you checked #3 above, you must submit the following:

- Submit this appeal form with a personal statement explaining why you have attempted so many credit hours, what your declared major is, and when you expect to graduate with this major.
- Submit a Degree Audit of your current major(s). Contact your academic advisor or college chairperson for this audit.
- Complete a Financial Awareness Counseling session. This is available online at www.studentloans.gov. Sign in using your FSA ID and then select "Complete Counseling." Please select the option to notify SSU. We will be notified electronically when you complete the session.

No incomplete appeals will be considered.

This appeal is for financial aid purposes only. It does not substitute for college review of your progress and will not influence whether you are academically dismissed from Shawnee State University. Your academic history, prior appeals (if any), choice of major and other pertinent information will be considered when making a decision on your appeal.

Return the completed appeal form with all documentation to the Student Business Center.

Student's Certification (REQUIRED)

I have read the Standards of Satisfactory Academic Progress (SAP) Information and requirements for completing the SAP appeal process. The appeal and documentation I am submitting is true and complete to the best of my knowledge and will be reviewed as is. I understand that any false or omitted information could result in denial, reduction, and/or required repayment of financial aid.

If my appeal is approved, I understand that I must meet the academic plan established by the Financial Aid Office (if applicable). If I do not meet these terms, I will be placed on permanent financial aid suspension and will be denied financial aid for future semesters.

Student's Signature

Date

For Office Use:

_____ Approved Probation
_____ Approved Academic Plan
_____ Approved Appeal
_____ Denied Appeal

_____ Completion Rate (Percentage)
_____ Hours Needed to Meet 67% Completion Ratio
_____ Grade Point Average
_____ Financial Awareness Counseling Completed

Degree/Major _____

Additional Information Required _____

FA Approval Signature Date

Academic Plan

Name: _____ Student ID: _____

Projected Graduation Date: _____

Advisor's Signature: _____ Date: _____

An Academic Plan outlines the courses a student plans to take of overs the next four terms or until degree completion. All students who are submitting a SAP appeal must meet with their academic advisor or college chairperson to request assistance in completing the following Academic Plan. Students who are appealing based on failure to complete your degree in the allotted timeframe must provide coursework for all semesters remaining until graduation.

If the student has a double major, an Academic Plan must be completed for each major.

Student's Degree and Major: _____

Student's Second Degree and Major: _____

Term _____	Year _____
Class Name	Cr Hrs
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Term _____	Year _____
Class Name	Cr Hrs
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Term _____	Year _____
Class Name	Cr Hrs
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Term _____	Year _____
Class Name	Cr Hrs
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attached additional term schedules if necessary.

Submit this form and all supporting documentation to:
Student Business Center
2nd Floor, University Center
Or Fax to 740.351.3435