



Satisfactory Academic Progress Appeal Form and Instructional Sheet

Appeal Information

Please complete all steps outlined on this form to appeal your financial aid ineligibility. **Failure to submit requested documentation in a timely manner may result in a processing delay or denial in the decision of your appeal.**

In accordance with the Federal Department of Education regulations, institutions of higher education are mandated to determine whether students are maintaining Satisfactory Academic Progress (SAP) toward the completion of a degree. Students must maintain SAP in order to continue to be awarded and disbursed all federal, state and institutional financial aid. Satisfactory progress requirements include the total number of hours you have attempted and/or the ratio of hours you have attempted to hours earned. This calculation includes all hours attempted at all college/universities. For further information about Delaware State University's SAP policy please see the SAP link at <https://www.desu.edu/admissions/tuition-financial-aid/satisfactory-academic-progress>.

Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. In addition, **ALL appeals must be submitted with supporting documentation**. Examples of acceptable documentation are listed in the following chart. Documentation must be attached to the appeal at the time the appeal is submitted.

Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition or injury	Signed & dated letter from physician on office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or obituary
Traumatic life-altering event such as fire, hurricane, etc.	Evidence of such event such as an insurance claim or FEMA application
Other circumstances BEYOND the control of the student (must explain in detail the nature & dates of the unexpected circumstances)	Appropriate documentation which will verify the situation

NOTE: The following scenarios are examples of **NON**-extenuating circumstances and are not an acceptable justification for appealing;

- Youthfulness, immaturity, or lack of focus
- Difficult coursework or attempted too many credits and couldn't handle the workload
- Student / Instructor conflicts
- Transportation issues
- Poor time management

Appeal Deadline: Spring – January 22, 2020

SAP Appeal Form

- Financial aid processing late or delayed
- Medical reasons that were known to you prior to the start of the semester, unless you can document unforeseeable complications
- Work Conflicts, unless you can document an unexpected, unavoidable, and involuntary change to your work schedule that directly hindered your academic success
- Lack of childcare, unless you can document an unexpected, unavoidable, and involuntary change to your childcare situation along with an explanation of why it could not be resolved in a timely manner

Include a **Personal Letter** and explain the circumstances that prevented you from maintaining SAP and the reasons for the basis of your appeal. You need to answer the following and be as detailed as possible.

- (A) What was the problem?
- (B) When did the problem occur?
- (C) How long did the problem last?
- (D) How did this affect your academic performance? and,
- (E) What steps were taken to ensure that the minimum standards will be met in the future.

Also include **Documentation** that lists the documents that you have attached to support your appeal for reinstatement. Please explain how each relates to or supports the circumstance(s) discussed in your personal letter.



Name _____

D10 _____

Please indicate below the semester and year that you are appealing

20

Reason For

Financial Aid Suspension (Please check all that apply)

I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I would like to appeal my financial aid suspension because:

Student Information (Submit this page with appeal)

I was on financial aid probation and have met the conditions of probation but am not in full compliance of the policy (completed previous semester with an I, W, F **and** did not earn the required GPA)

Initial the following statements to acknowledge your understanding of the requirements of submitting this SAP Appeal form:

_____ I have read and understand DSU' Satisfactory Academic Progress policy at <https://www.desu.edu/admissions/tuition-financial-aid/satisfactory-academic-progress>

_____ I understand that the SAP Appeal process is for students impacted by exceptional or extenuating circumstances (circumstances beyond the student's control).

_____ I understand that official supporting documentation is required for all academic SAP Appeals (as explained in the attached instructions) as proof of the circumstances stated above. (Required only for appeal reasons A and/or B above)

_____ I understand that the SAP Appeal decision is final.

_____ I understand that all SAP appeal decisions are final, and if for any reason my SAP appeal is **not** approved, a second appeal will not be granted. I also understand that it is my responsibility to seek alternative means of funding and meet all SAP requirements to regain financial aid eligibility.

AN APPEAL SUBMITTED WITHOUT ALL REQUIRED DOCUMENTATION (ITEMS LISTED ABOVE) WILL AUTOMATICALLY BE DENIED.

I certify that all information reported is complete and correct to the best of my ability, and that I have attached the relevant documentation, if applicable. I understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and may subject the financial aid recipient to be fined, imprisoned, or both under provision of the U.S. Criminal Code.

Student's Signature

Date