Satisfactory Academic Progress (SAP) Appeal Form for Financial Aid Eligibility

Student’s Name: ______________________ College/Major: ______________________
TUID: ________________________________ Graduation Date: ______________________
Student Phone: ________________________ Academic Advisor: ____________________
TU email: ____________________________ Academic Advisor Email: __________________
Academic Advisor Phone #: ______________

Instructions:

To appeal the denial of your continued financial aid eligibility as a result of not meeting Temple’s Satisfactory Academic Progress Standards (SAP), you should complete this form and submit all required supporting documentation by the priority deadline of Wednesday January 15th 2016 to the Office of Student Financial Services. Note: No appeals will be accepted after the 4th week of the semester in which you are appealing for aid.

Our office will make every effort possible to process applications received by the priority deadline so that we may notify you of our decision before the end of the add/drop period. However, please be aware that you may not receive a decision before you are considered financially responsible for the semester.

Important: Appeals submitted without all required documentation will be regarded as incomplete and will be denied.

1. You must complete both pages of this form. Your appeal will be denied if all sections and pertinent documentation are not received with the submitted application.

2. Attach all required documentation to support your appeal. Please refer to the Sections (A - C) and Important Notes Regarding SAP Appeals below for more information.

3. If this appeal is approved, you must meet with your academic advisor to define an academic course and credit plan for meeting the University SAP standard for financial aid. The plan information MUST be returned to SFS. Until you do so, you remain ineligible for financial aid despite the appeal approval.
   a. If the required 67% course completion rate can be achieved within one semester, you will be placed on a single semester of Financial Aid Probation.
   b. If the required 67% course completion rate requires more than one semester, your academic advisor will work with you to identify your academic course to return to good standing. This plan will be communicated to SFS and you will be placed on a Financial Aid Academic Plan.

4. It is your responsibility to complete your plan. In both instances (one-semester Financial Aid Probation or an extended Financial Aid Academic Plan) you are required to complete the plan in the time allotted. Failure to complete the plan as submitted by the Academic Advisor will result in you becoming ineligible for financial aid and no further appeals will be accepted. Grades of F, I, W, WE, WS, MG, NC, AU, NR, and others listed in the Undergraduate/Graduate Bulletin are considered not completing the course(s).

Students are strongly encouraged to submit this form prior to the start of the semester for which you are appealing financial aid reinstatement. Completed appeal forms will usually be evaluated within 10 business days. You will be notified of the decision by email.
Section A: Beginning Semester SAP Appeal (Complete all information and submit the required documentation)

I am appealing for the semester beginning: Fall _______ Spring _______

Please indicate the extenuating circumstances that have contributed to your inability to maintain Satisfactory Academic Progress (SAP) Standards by checking the category that applies to your situation. (Please supply supporting documentation for each circumstance).

☐ Serious illness or injury to student or immediate family member
☐ Death of an immediate family member, roommate or close friend
☐ Significant trauma in student’s life which impacted the student’s emotional and/or physical health
☐ Other (please specify) ______________________________________________________________________

NOTE: If your current appeal is based on a previous medical condition or medical/excused withdrawal, please provide an explanation and documentation as to how this condition continues to affect your academic performance.

Section B: Explanation of Extenuating Circumstances (Please attach typed, signed, and dated statement)

Explain in detail, by attaching a typed statement that is signed and dated, the extenuating circumstances that resulted in you not meeting the SAP standards AND include required supporting documentation. (For examples of acceptable supporting documentation please refer to pages 3-4.)

Part of your statement should include the changes that you have made to be successful in your academic career going forward.

Section C: Student Certification and Signature

You are only permitted to appeal your SAP status once a semester. Therefore, it is important that your application is complete when submitted to our office. All incomplete applications will be denied.

Certification: I certify that the information submitted with this appeal is true and correct to the best of my knowledge and belief.

Please note that a request for Professional Judgment (Special Circumstances) consideration does not guarantee the receipt of new or additional financial aid funding. Your financial aid award will be subject to your eligibility and our ability to help will depend on the unique circumstances of the request, the strength of the documentation provided and the availability of financial aid funding at the time of the result of your appeal.

Student Signature: __________________________________________ Date: ________________________________
Important Notes Regarding SAP Appeals

- Inability to pass course material, study, or complete assignments is not an extenuating circumstance.
- Readmission under the University’s Academic Forgiveness policy does not remediate your SAP status.
- In all cases, the outcome of your SAP appeal will depend on the nature of the circumstances inhibiting your academic success, the quality of the documentation provided, and how well you have demonstrated the ability to progress toward degree completion within a reasonable time limit.
- If you have completed credit hours for your first degree and have exceeded 150%, you will not be approved for additional federal financial assistance, unless you file a separate Maximum time frame appeal.
- Repeat appeals will be denied unless you have new and extenuating circumstances.
- If your appeal is denied, you have the following options:
  - Attend Temple by paying with personal resources or a private student loan. Private student loans require an application and credit approval.
  - If you failed the 67% completion rate measurement, and you have completed future semesters, once your completion rate meets or exceeds the 67% requirement you must notify SFS. You may be eligible for financial aid for the following term, but not prior terms.

Examples of Supporting Documentation

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<tr>
<th>Example Reasons for Submitting a SAP Appeal</th>
<th>Examples of Supporting Documentation (not inclusive)</th>
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| Personal Crisis                           | 1. A detailed explanation of the crisis including the date of occurrence, duration and how it negatively affected your academic success.  
2. Supporting documentation (e.g. physician’s statement, copy of police report, Personal Protection Order, medical documentation).  
3. Supporting documentation that demonstrates your ability to complete your course work successfully (e.g. physician’s statement, or third-party agency that assisted you with resolving this crisis). |
| Death of an Immediate Family Member/Roommate/Close Friend | 1. A detailed statement including the name of the deceased and his/her relationship to you with an explanation of how this event negatively affected your coursework.  
2. Supporting documentation (e.g. copy of the obituary, notice of the funeral, or death certificate).  
3. Supporting documentation that demonstrates your ability to return to classes and complete your course work successfully (e.g. letter of support from professional counseling and consultation, physician’s statement). |
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| Personal Illness or Injury (including medical withdrawal) | 1. A detailed explanation of the medical circumstances including the date of occurrence, duration and how it negatively affected your academic success.  
2. Supporting documentation (e.g. physician’s statement, copy of police report, medical documentation).  
3. Supporting documentation regarding what steps you’ve taken to improve your ability to complete your coursework successfully (e.g. statement from a physician or third-party agency that assisted you during your illness or injury). |
| Illness of a Family Member | 1. A detailed explanation of the medical circumstances of the family member, including the name and relationship of the family member to you, the date(s) of occurrence(s), duration and how it negatively affected your coursework.  
2. Supporting documentation (e.g. physician’s statement, medical documentation).  
3. Supporting documentation regarding what steps you’ve taken that will allow you to complete your coursework successfully (e.g. physician’s statement or third-party agency). |

Updated February 19, 2015