



Student Financial Services

**Return the completed form to:**

Student Financial Services  
1803 N. Broad Street, Ground Floor, Carnell Hall  
Philadelphia, PA 19122 or fax to: 215-204-5897.

SAPAPL

**We cannot accept emailed copies**

**Satisfactory Academic Progress Appeal for Student Financial Aid**

Student Name: \_\_\_\_\_

Student TU ID: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Academic Advisor name & email: \_\_\_\_\_

**Check off the semester you are appealing for aid eligibility.**

**Deadline Fall 2019: July 1, 2019**  
(For students enrolled in a summer term: September 5, 2019)

**Deadline Spring 2020:**  
**Priority Deadline - January 23, 2020**  
**Final Deadline - January 30, 2020**

\*\*Note: there are no SAP appeals for the Summer semesters.\*\*

Read the instructions below and attach ALL required information.

**Step 1:** Select the reason you are not meeting Satisfactory Academic Progress (SAP). For more information on the university's SAP standards and policies, please visit <https://sfs.temple.edu/policies>.

- I am **not** meeting the **minimum SAP 67% percentage requirement**.  
(cumulative earned credits /cumulative attempted credits = earned percentage)
- I have **exceeded the maximum time frame** to complete my degree program (exceeding 150% of the program's published length of study). For Undergraduate students, maximum time is reached the semester you have 184 or higher attempted credits. For Graduate students, this is dependent upon 150% of your program's credit hour requirement.

**Step 2: Personal Statement of Extenuating Circumstances** Provide a statement that details all of the information below:

- Extenuating Circumstances can include personal injury or illness, family emergency, death of a close relative, personal crisis, or other events beyond your control.
- Extenuating circumstance(s) must have occurred during specific individual semesters that caused you to not meet Satisfactory Academic Progress (SAP).
- Steps you have taken to ensure that you will successfully complete all current and future classes. Students appealing for exceeding their maximum time frame, please include how many credits/semesters you have remaining to complete your degree and your expected graduation date.

**Step 3: Supporting Documentation** Attach any relevant documentation that will support your personal statement. Examples of supporting documentation can be found in the attached Appendix.

- Failure to submit all required documentation can result in denial of your appeal.
- SFS highly encourages students to meet with a member of the SAP Committee prior to submitting an appeal to discuss supporting documentation in greater detail. While meeting with a SAP Committee member is recommended, it does not guarantee appeal approval.

**Academic Plan for Approved Appeals:** If this appeal is approved, the student MUST meet with their academic advisor to define an academic course and credit plan for meeting the university's SAP standard for financial aid. The completed plan must be signed by both student and advisor and MUST be returned to SFS. An approved appeal will remain ineligible for financial aid until the academic plan is received. Failure to submit the plan by the deadline will result in a denial of your appeal.

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

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix for Step 2: Supporting Documentation**

Reason for Appeal	Examples of Supporting Documentation
<b>Personal illness or injury</b>	<ul style="list-style-type: none"> <li>• <i>Satisfactory Academic Progress Medical Documentation form</i> (located on SFS Forms site)</li> <li>• Statement from a licensed healthcare provider</li> <li>• Hospital discharge note</li> <li>• Return Authorization Statement from an approved Petition for Excused Withdrawal</li> </ul>
<b>Death of a family member or significant person in student's life</b>	<ul style="list-style-type: none"> <li>• Copy of the death certificate</li> <li>• Copy of obituary or funeral notice</li> <li>• Student's personal statement should clearly outline the name of the deceased, the date of death, and their relationship to student.</li> </ul>
<b>Illness, accident, or injury of a family member or significant person in student's life</b>	<ul style="list-style-type: none"> <li>• <i>Satisfactory Academic Progress Medical Documentation form</i> (located on SFS Forms site)</li> <li>• Statement from a Physician or licensed Healthcare Provider</li> <li>• Hospital discharge note</li> <li>• Student's personal statement should clearly outline who was injured or ill, when this occurred, treatment dates in correspondence with the semester(s) student did not make academic progress.</li> </ul>
<b>Natural Disasters</b>	<ul style="list-style-type: none"> <li>• Insurance claims</li> <li>• Articles related to Natural Disaster</li> <li>• Mortgage or lease with address corresponding to area afflicted by a natural disaster</li> </ul>
<b>Other documented special circumstances beyond a student's control</b>	<ul style="list-style-type: none"> <li>• Statement from a Third Party professional</li> <li>• Copy of police report with relevant information to student's personal statement</li> <li>• Approved Petition for Excused Withdrawal if applicable</li> <li>• Student's personal statement must clarify how the situation was extenuating and unforeseen, and how it corresponds with the semester student did not meet Satisfactory Academic Progress.</li> </ul>

**Do NOT submit the following documentation with your Appeal**

- Temple Academic Transcript
- Entire medical history from a doctor's office or hospital
- Transcripts from universities or institutions outside of Temple
- Original copies of legal or medical documents, as any submitted appeal will not be returned to a student
- Petitions for Excused Withdrawals that have not been approved.

Students are highly encouraged to meet with a member of the SFS SAP Committee prior to submitting an appeal to discuss supporting documentation in greater detail. While meeting with a SAP Committee member is recommended, it is not required, and it does not guarantee appeal approval. To schedule an appointment with a committee member please email [sfs@temple.edu](mailto:sfs@temple.edu) (subject: SAP Appeal).