

**SATISFACTORY ACADEMIC PROGRESS (SAP)
MAXIMUM TIME FRAME APPEAL FORM (MAX)**

SAPAPL

Student's Name: _____ **TUid:** _____

TU Email address: _____ **Phone:** _____

Priority deadline for Spring 2016: January 15, 2016. Students are strongly encouraged to submit this form prior to the start of the semester for which you are appealing financial aid reinstatement. The **final deadline** to submit this SAP appeal is 4 weeks from the start of the semester you are appealing for aid.

Students who have exceeded the Maximum Time Frame component of the Satisfactory Academic Progress Policy may appeal that decision by completing this SAP Maximum Time Frame Appeal. According to your academic record, you have exceeded the amount of credits required for your program and/or you are pursuing a second degree. Federal regulations state that the Maximum Time Frame a student has to complete a degree program cannot exceed 150% of the program's published length.

Instructions:

To appeal the denial of your continued financial aid eligibility, you must complete this form and submit **all required supporting documentation**. Appeals submitted without all required documentation will be regarded as incomplete and denied.

1. You must complete both pages of this form. Your appeal will not be processed if all sections and pertinent documentation are not received.
2. Attach all required documentation to support your appeal. Please refer to the **Steps 1-5 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.**
4. It is your responsibility to complete your plan. In both instances (one-semester Financial Aid Probation or 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) and failure to complete the plan.

The SAP Appeal Committee will review all information provided and will notify you and your academic advising office by email of the decision.

If your appeal is approved, you must meet with your academic advisor to determine an academic course and credit plan to complete your degree. This plan will be communicated to SFS and you will be placed on a Financial Aid Academic Plan.

Please Complete Steps 1 – 6

Step 1: Degree Objective: Bachelor's 2nd Bachelor's Master's Associate's

Current Major: _____

Anticipated Graduation Date: _____

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

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). **See Important Notes.**

- 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.

Step 2: Provide your Academic Advisor's Contact Information below:

Academic Advisor's Name: _____

Academic Advisor's Email: _____

Academic Advisor's Phone Number: _____

Step 3: Did you change your major while attending Temple University?

- No – please continue to Step 4
- Yes – What semester did you change your major? _____

Step 4: Did you transfer credits from another university?

- No – please continue to Step 5
- Yes – Indicate the number of credits transferred: _____

Also, indicate the transfer credits that count toward your degree: _____

Step 5: Degree Completion Information and Supporting Documentation:

- Indicate how many credits needed to complete your degree: _____
- How many semesters needed to complete your degree: _____
- Attach a typed explanation and supporting documentation (signed and dated) of why you require additional time to complete your degree indicated in Step 1.

Step 6: Certification: I certify that the information submitted with this appeal is true and correct to the best of my knowledge and belief. Your signature below acknowledges that you have read and understood all of the information.

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 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 will be eligible for financial aid for the following term, but not prior terms.

Examples of Supporting Documentation

Example Reasons for Submitting a SAP Appeal	Examples of Supporting Documentation (not inclusive)
Personal Crisis	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. A detailed statement including the name of the deceased and his/her relationship to you with an explanation of how

Example Reasons for Submitting a SAP Appeal	Examples of Supporting Documentation (not inclusive)
	<p>this event negatively affected your coursework.</p> <ol style="list-style-type: none"> 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).
<p>Personal Illness or Injury (including medical withdrawal)</p>	<ol style="list-style-type: none"> 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).
<p>Illness of a Family Member</p>	<ol style="list-style-type: none"> 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