Unsatisfactory Academic Progress Appeal
Effective March 1, 2013

Student Name _____Student ID _____ Phone # _____

SAP Appeal Process Instructions:
In order to appeal any decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Policy. Submission deadlines can be reviewed in the Satisfactory Academic Progress (SAP) policy located online at www.saintleo.edu/sap.

Please follow the steps below when submitting an appeal.

Step 1: Indicate why you need to appeal – mark all that apply

- My overall completion is less than the required 67% completion rate by the end of the Financial Aid Warning Period (one Semester or two 8 week modules).
- My total attempted credit hours exceed the maximum timeframe of 150%.
- My undergraduate cumulative GPA is not meeting the published GPA requirements <60 attempted credits, 60+ attempted credits must be at least 2.0 after each calculation.
- My graduate cumulative GPA is below the required minimum of 3.0 after each calculation.

Step 2: Write your appeal letter and document your case

a. A **detailed,** typed and signed, personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid should accompany this form. Your personal statement should include:
   - the date(s) the circumstance occurred (i.e., one time, on-going, length),
   - how this circumstance affected you personally,
   - steps you have taken to resolve your circumstances; and
   - explanation of your ability to return to school and be successful
   - if you are appealing regarding excessive credits, explain the factor(s) that caused you to exceed the maximum credit limit.

b. Attach documentation to support the claims made in your personal statement.

c. Attach an SAP academic plan form developed by you and your academic advisor that ensures you will meet the SAP requirements within a specific period of time.

Step 3: Submit

a) Signed and completed appeal form
b) Personal statement and any relevant supporting documents,
c) SAP Academic Plan to the Student Financial Services Office.

You will be notified of the Appeal Committee's decision by email to your Saint Leo account within 30 days.

CERTIFICATION: I certify the information on this Satisfactory Academic Progress Appeal, my written appeal, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by SLU Student Financial Aid Services Office. I realize that a final decision made not be made on my Satisfactory Academic Progress Appeal unless all steps above are complete and until I submit any additional information if requested by SLU Student Financial Services Office. I understand any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

Student Signature _____ Date _____