



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

You may submit an appeal if you have failed to meet Satisfactory Academic Progress requirements. By submitting this appeal, you are requesting that your extenuating or unusual circumstances be considered in order to have your financial aid reinstated. *Academic appeals and financial aid appeals are independent and separate from each other.*

The following steps will be followed in deciding your appeal:

1. Your appeal will be initially reviewed by the financial aid staff to evaluate your academic record and determine if extenuating or unusual circumstances existed. If your appeal is approved through this initial review, you will be advised in via email of the approval. Your financial aid will be reinstated, and you will be placed on financial aid probation for your next period of enrollment. When placed on financial aid probation, you are allowed to receive financial aid based on the conditions outlined by the committee.
2. If your appeal is denied through the initial review (Step 1), you will be given an opportunity to request a review with the financial aid appeal committee. When the committee meets, you will be given an opportunity to provide your appeal and submit additional information and/or documentation. The appeal committee will then approve or deny your appeal. The decision of the appeal committee is final. If your appeal is approved by the committee, your financial aid will be reinstated, and you will be placed on financial aid probation for your next period of enrollment. If your appeal is denied, the committee will specify the steps you must take in order to have aid reinstated for subsequent semesters.

INSTRUCTIONS:

1. Complete the Satisfactory Academic Progress Appeal and Academic Plan below in this document. It is a fillable form, so you can type your answers in and save the document with naming convention Last Name, First Name – SAP Appeal.
2. If you are appealing because you have reached the maximum number of credits attempted (Component 3) you must meet with your academic advisor to discuss. Go to Wolf Tracks to schedule an appointment with your academic advisor. Your advisor will provide confirmation to the Financial Aid Office that you have met and discussed your academic plan.
3. Gather your documentation of extenuating circumstances. We will accept scanned copies or photos.
4. From your FranU account send an email to financial.aid@franu.edu with the completed appeal form and documentation as attachments. In the subject line enter your first and last name – SAP Appeal. Please submit everything in a single email.
5. It will take approximately 2-4 weeks for you to receive written notification of a decision on your appeal.



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Name: _____ Student ID#: _____

1. What is your current major? _____
2. What is your anticipated graduation date? _____ / _____
3. Which of the following resources have you used while at FRANU? Mark all that apply:
Student Support Services Tutoring Personal Counseling
Assigned Advisor Career Counseling
4. What extenuating circumstances prohibited you from meeting the Satisfactory Academic Progress requirements? Examples of extenuating circumstances include but are not limited to serious illness or injury, death of a family member, or other significant trauma in student's life. You **MUST** provide documentation to support your claim of any extenuating circumstances (for example letter confirming medical treatment or an obituary). Attach additional paperwork if needed.

5. What changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Attach additional paperwork if needed.



ACADEMIC PLAN

In order to regain satisfactory academic progress, I will:

- **Earn the minimum required GPA (2.0-UG & 3.0-GR) each semester.** If you are not meeting Component 1, you have TWO semesters to bring your cumulative GPA up to the minimum required GPA.
- **Complete at least 75% of the hours you attempt each semester.** If you are not meeting Component 2, you will have TWO semesters to bring your completion percentage up to 75%. If you have been unable to accomplish this in the past due to withdrawing from courses, you should consider enrolling part-time.
- **Satisfactorily complete courses listed on your Degree Audit each semester.** If you are not meeting Component 3, you are required to meet with your academic advisor to discuss your degree plan. Enter your expected graduation date below based on the courses remaining on your degree plan. Upon the next SAP review, you are expected to have completed courses listed on your degree plan, and you must be on track to graduate by this date.

Expected Graduation Date: _____

My signature below indicates:

- I understand the terms of the academic plan detailed for me above. I also understand that deviation from the plan will result in loss of eligibility for federal student aid.
- I understand that the Financial Aid Office **will not** review a SAP Appeal Form that is incomplete or lacks documentation. I am submitting all required documents.

Student Signature (type your name)

Date

FINANCIAL AID OFFICE USE ONLY:

ENROLLMENT DATE: _____ CPGA: _____ SEMESTER GPA: _____

CUM HRS ATTEMPTED: _____ CUM HRS EARNED: _____ COMPLETION RATE: _____

NUMBER OF PRIOR APPEALS: _____

DECISION: ☐ APPROVED ☐ DENIED COUNSELOR: _____ Date: _____

2nd APPEAL—IN HOUSE INTERVIEW COMMITTEE DECISION: ☐ Approved ☐ Denied

Signature Date

Signature Date

Signature Date

Signature Date