

Southern University and A & M College  
Satisfactory Academic Progress (SAP) Appeal Form

Eligibility for Federal Financial Aid (Pell grant and Federal loans) is based on maintaining Satisfactory Academic Progress (SAP). Please complete all steps outlined on this form to appeal your financial aid ineligibility. **Failure to submit documentation and follow instructions will result in a delay in the decision of your appeal or denial.** Once a decision has been reached, you will be sent an email to your SUBR email address from the Appeals' Committee (afappeals@subr.edu), and your financial aid will be updated in Self-Service Banner. Please type or use blue or black ink only when completing this document. Please read and complete this application carefully.

**Step 1: Student Information** (print or type information)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

S Num#: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Southern Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Appeal Semester: \_\_\_\_\_ Major: \_\_\_\_\_

**Step 2: Reasons for Financial Aid Suspension**

Please check all that apply. I would like to appeal my financial aid suspension because:

- ☐ I currently have a cumulative grade point average (GPA) below the minimum standards.
- ☐ I currently have a cumulative pace of progression (completion rate) below the required standards
- ☐ I have exceeded the maximum credit hour limit. My degree program is # \_\_\_\_\_ number of hours. I have attempted # \_\_\_\_\_ number of hours and have still not earned my degree.

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**Step 3: Appeal Information**

- A. Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. **In addition, all appeals must be submitted with supporting documentation. Examples of acceptable documentation are listed in the following chart. The documentation should follow the same timeline as the school year in which you experienced difficulty and must be attached to the appeal at the time the appeal is submitted.**

<u>Check the Circumstance(s) that apply:</u>	<u>Required Documentation (must include dates that coincide with appropriate semester)</u>
<input type="checkbox"/> Severe and prolonged illness, medical condition or injury	Signed and dated letter from physician on office letterhead verifying medical or mental health problems experienced and treatment received; legible copy of accident report
<input type="checkbox"/> Death of family member	Death certificate and/or dated obituary from the newspaper
<input type="checkbox"/> Traumatic life-altering event such as fire, hurricane, etc. in which you experienced property loss or were forced to relocate	Evidence of event such as insurance claim or FEMA application
<input type="checkbox"/> Change of major and/or academic bankruptcy	Signed and dated change of major form submitted to Registrar's office verifying change of major
<input type="checkbox"/> Transferred from college/university in which SUBR does not accept courses but attempted hours are still applied because received federal financial aid at the college/university	Official transcript from college/university you attended
<input type="checkbox"/> Military Deployment	Signed and dated deployment letter
<input type="checkbox"/> Other circumstances (please clearly state the circumstance if not listed above): _____ _____ _____ _____	Appropriate documentation which will verify the situation

**The following are not accepted as mitigating circumstances:**

- Failure to read the examination timetable or perform appropriately in classes
- Minor illnesses or self-induced conditions (colds, hangovers, etc.)
- Poor academic performance due to sporting or social events
- Pressure of work or work schedule conflicts
- Religious festivals
- Domestic or personal disruptions which may have been anticipated (moving, holidays, etc).



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2. List the documents below that you have attached to support your appeal for reinstatement. Please explain how each relates or supports to the circumstance(s) discussed in question #1. **APPEALS WILL NOT BE REVIEWED WITHOUT SUPPORTING DOCUMENTATION. A PERSONAL STATEMENT, TRANSCRIPTS/DEGREE AUDIT, OR COPY OF YOUR ACADEMIC PLAN IS NOT DOCUMENTATION.**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_
- g) \_\_\_\_\_
- h) \_\_\_\_\_
- i) \_\_\_\_\_
- j) \_\_\_\_\_

**Step 4: Checklist of Completion**

Checklist of Completion – Please check the following to verify you have completed all steps prior to the submission of your appeal.

- ☐ I have read and understand the Satisfactory Academic Progress Policy which can be found in the 2014 – 2017 Undergraduate Catalog (p32) or online ([www.subr.edu](http://www.subr.edu)) under the CUSA link for Satisfactory Academic Progress Policy.  
I have completed the appeal form and all questions have been answered in depth.  
Documentation to support my appeal has been attached.

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**Deadline**

To ensure that an appeal is reviewed, students must submit their appeal according to advertised deadlines. Appeals will NOT be considered for a semester that has already ended. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred.

**Ineligibility**

Students are ineligible for an appeal if they do not have any extenuating circumstances. Also, if a student has already received 4 appeals, they cannot receive another appeal.

**Certification of Information**

- I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported for appropriate disciplinary action. Further, I realize that additional information may be requested to further support my appeal.
- If additional information is needed or once a final decision has been reached regarding my appeal for financial aid, I understand that I will be sent notification via my SUBR email account only. Therefore, it is my responsibility to check my SUBR email account frequently during this period. If corresponding through my University email account is a problem, I realize that it is my responsibility to contact the Appeals' Committee.
- By signing, I certify that I understand if I receive an appeal, I must complete additional requirements set by the University, e.g. enroll in FRMN 0 – Mentoring and/or utilize campus support services by successfully completing the academic success plan, JAG Plan. These programs were created to provide the necessary support for student success. If I fail to meet the requirements outlined by the University, my future eligibility for financial aid will be suspended.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Academic Standing Appeal Application may be submitted via email to  
afappeals@subr.edu or via postal mail to P.O. Box 9263, Baton Rouge, LA 70813.  
Please adhere to the application submission deadlines posted on the website.**