**Missouri State University-West Plains**

**Office of Financial Aid**

**Satisfactory Academic Progress Appeal**

Students who fail to meet the standards of satisfactory academic progress (SAP) have the option to submit an appeal if academic deficiencies were a result of an extenuating circumstance. **Extenuating circumstances include but are not limited to illness or injury, death of a family member, divorce/separation or work‐related problems.** The Office of Student Financial Aid is able to consider appeals based on these or other circumstances. **If there was not an extenuating circumstance that resulted in your academic** **deficiencies, you are not eligible to submit an appeal.** This appeal will not be reviewed until all appropriate documentation has been submitted.

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**Check the Semester for which you are requesting to initiate an exception (only one):**

Fall Semester Spring Semester Summer Semester

**Check the reason you are requesting an exception (check all that apply):**

Did not meet the **GPA requirement of 2.0.**

Did not meet the required **pace of 67%**.

Did not meet requirements set by the Financial Aid Committee.

Exceeded the maximum attempted hours timeframe for completion of an Associate Degree.

Second Degree-Seeking Student or changed major.

Need to change current degree plan for the upcoming terms.

**Acknowledgement of Debt:**

Failure to meet SAP standards can result in students incurring excessive student loan debt. For this reason, it is important to remain aware of your current debt balance. In the space provided, please report your current student loan debt, as reported by the National Student Loan Data System (NSLDS) at [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov).

Total Outstanding Principal $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Outstanding Interest $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Documentation:**

* Documentation supporting your explanation (in the next section). Acceptable documentation includes letters, photocopies of bills and other official reports, death certificates or other information from third‐party sources that support the student’s case.
* An academic plan that has been reviewed and signed by both you and your academic advisor throughout the completion of your **current** degree. **Be advised that if this exception is approved, this will be the academic plan that will be used to determine your aid eligibility and you will be expected to stay on this plan until you have completed your degree or have met all Satisfactory Academic Progress criteria.** The academic plan template is available on the office of Student Financial Aid website.
* If you have an incomplete grade, you must provide documentation from your instructor stating your progress in the course(s) and your anticipated completion date.

**Written Statement**

This statement must include:

* Reason(s) for your lack of satisfactory academic progress. Address each term in which you did not meet the requirements of SAP and each requirement that was not met (GPA, pace, etc.).
* What corrective measures you have taken to ensure satisfactory academic progress in the future.
* If you have exceeded the maximum timeframe because you are completing a second degree, please indicate that in your written statement as well as how you will benefit from obtaining a second degree.
* If you are appealing a change to your current degree plan, explain what has happened to make the change necessary and how you plan to make academic progress.

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By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, and that I have appropriately attached all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) policy and understand that submitting this form does not guarantee that my request will be granted.

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*Student’s Signature Date*

Appeals are reviewed by the Financial Aid Appeals Committee. The outcome of an appeal will depend on the nature of the circumstances, the quality of the documentation provided, and how well the student has displayed the ability to progress towards degree completion within a reasonable timeframe. **If this is your second or subsequent appeal you will be contacted to schedule a time to meet with the appeal committee**. Students are notified in writing of the decision. The decision of the appeal committee is final. The committee will automatically deny any appeal that does not have supporting documentation.

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