Marshall University Undergraduate Student 2013-14 Satisfactory Academic Progress (SAP) Appeal for Financial Aid Reinstatement

SAP4FA
SAP4SP
SAP4SU

Instructions:

This form may only be accepted if you are an admitted Marshall University student. If you were a previous Marshall University student and have taken courses at another college or university, you must have your official academic transcript from your other institution forwarded to the Office of Admissions. In addition, you must contact the Office of Admissions to determine whether you are required to formally reapply for admission. Reinstatement of enrollment to Marshall University after a subsequent academic or disciplinary suspension does not exempt students who are not meeting SAP standards from submitting this appeal. The Financial Aid SAP Appeal process is a separate and distinct process that pertains specifically to financial aid eligibility.

This form may only be accepted if it is typed, includes required documentation, and is signed by you and your academic advisor or dean. You are required to review and discuss your prepared SAP Appeal for Financial Aid Reinstatement with your academic advisor or dean and it is your responsibility once it is signed to submit it to the Office of Student Financial Assistance by the required deadline for the semester or term you are appealing.

You may only submit one appeal per semester or term by the published SAP Appeal deadlines.

Semester/Term	**Date**
Fall Semester	One week prior to the first day of classes (for 2013-14, August 19, 2013)
Spring Semester	One week prior to the first day of classes (for 2013-14, January 6, 2014)
Summer Terms	June 30 (for 2013-14, June 30, 2014)

The SAP Appeals Committee typically renders a decision within two weeks upon receipt of the appeal; however, if the appeal is submitted before your recently taken course grades are reflected on your Marshall University academic transcript, the decision of the committee may take longer.

If your appeal is approved, your reinstatement of financial aid for one semester or term may have conditional requirements. In addition, if your appeal is approved, you will be required to meet requirements of an Academic Plan, which, if followed, will allow you to continue to receive financial aid if all other conditions are met. In this instance, you will be assigned a status called “Financial Aid Probation.”

Marshall University Undergraduate Student
2013-14 Satisfactory Academic Progress (SAP) Appeal for Financial Aid Reinstatement

COMPLETION OF THIS FORM MUST BE TYPED

Name: _____ Email: _____

MUID: 901-_____ Phone Number: _____

Enrollment period for which you are appealing: (check only one)

_____Fall 2013 _____Spring 2014 _____Summer 2014

Step I:

Provide a detailed explanation (e.g., illness, death in the family, involuntary military leave, or other extenuating circumstances) for your reason for failing the SAP standards. Please be specific in explaining the reason for withdrawing, not completing, or failing to earn a satisfactory grade for courses in all of the semesters or terms you have attended college. Also, submit documentation verifying your explanation for failure.

Step 2:

Provide an explanation of what has changed (and provide documentation if appropriate) that will now allow you to comply with SAP standards. Provide a statement of your academic objectives for success and your plan of corrective action. **You must attach a copy of your signed Plan of Study (i.e., Degree Works), which must indicate the courses you've successfully taken and those you have left to complete your academic program. Also, if you have a GPA less than 2.0, you must attach a signed copy of your Academic Improvement Plan signed by your dean.**

Step 3:

You are required to meet with your academic advisor to discuss this appeal and your academic plan for improvement. **You must obtain your advisor's signature on this form.** Your advisor's signature does not imply endorsement of your appeal; it only represents that you have met with your academic advisor for purposes of proper academic advising and assistance with developing a realistic plan for academic success.

_____	_____	_____
Advisor's (or designee's) Name	Advisor's (designee's) Signature	Date

Step 4:

Sign and submit the completed appeal form to the Office of Student Financial Assistance, 1 John Marshall Drive, Old Main 116, Huntington, WV 25755 or fax to 304.696.3242.

_____	_____	_____
Student's Name	Student's Signature	Date