



SAP3FA
SAP3SP
SAP3SU

2012-2013 Graduate Student Satisfactory Academic Progress (SAP) Appeal for Financial Aid Reinstatement

Instructions:

This form may only be accepted if you are an admitted Marshall University student. If you have changed your plan of graduate study, you must reapply for admission into your proposed program. If you were a previous Marshall University graduate 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 Graduate Admissions. In addition, you must contact the Office of Graduate 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. You are required to review and discuss your prepared SAP Appeal for Financial Aid Reinstatement with your academic advisor 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 and you are limited to appealing two times during your graduate certificate or degree program. The SAP Appeals Committee typically renders a decision within two weeks of when the appeal is received; however, in some instances the committee may wait until your current or most recently taken course grades are reflected on your Marshall University academic transcript before rendering a decision.

You will be able to obtain the decision of the SAP Appeals Committee by logging into your myMU account and viewing your financial aid records in MILO. When the decision is rendered, the Office of Student Financial Assistance will send you notice to your MU email account. 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."

The SAP Appeal Deadlines Dates are as follows:

Semester/Term	Date
Fall Semester	One week prior to the first day of classes (for 2012-13, August 20, 2012)
Spring Semester	One week prior to the first day of classes (for 2012-13, January 7, 2013)
Summer Terms	End of Award Year (for 2012-13, June 28, 2013)

COMPLETION OF THIS FORM MUST BE TYPED

Name: _____

Email: _____

MUID: 901- _____

Phone Number: _____

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

_____ Fall 2012

_____ Spring 2013

_____ Summer 2013

Step 1:

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 enrolled. 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 and your plan of corrective action. **You must attach a copy of your Education Plan of Study and indicate which courses you have remaining to complete your program with this Appeal.**

Step 3:

You are required to meet with your academic advisor to discuss this appeal and your academic plan for improvement. **(The Academic Ineligible Form is only required if you have a GPA less than 3.0.)** You must also obtain his or her 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
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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
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