

MSU Satisfactory Academic Progress (SAP) Appeal Checklist

Before submitting your SAP Appeal, be sure you have completed the following:

- Review your SAP status (my.msstate.edu). Under Financial Aid menu, select *Satisfactory Academic Progress*.
- Review instructions for submitting a SAP Appeal (http://www.sfa.msstate.edu/pdf/SAP_Appeal_Form.pdf)
- **Type appeal** –handwritten appeals will not be accepted
- Answer all questions
- Complete Academic Plan – **both** terms unless you are graduating at the end of the appeal semester
- Print completed SAP Appeal Form
- Meet with Academic Advisor
 - Advisor must **approve Academic Plan**
 - Advisor must **answer all questions**
 - Advisor must **sign and date**
 - It is the student’s responsibility to contact their academic advisor/official to obtain signature before submitting to the Financial Aid Office.
 - Appeals submitted without appropriate academic signature will be considered incomplete and will not be reviewed.
- Include supporting documents (optional). You will not be able to add documents once your SAP appeal has been submitted
- **Sign** and **date** your SAP appeal
 - Submit SAP Appeal to the **Student Financial Aid Office (225 Garner Hall)** by established deadline – late appeals will not be accepted.
 - It is the student’s responsibility to ensure the appeal is submitted to the Financial Aid Office by the established deadline. If the appeal is held in the academic department and is submitted to the Financial Aid Office after the established deadline, the appeal will be considered late and will not be reviewed.

SAP Appeal Status

- Check status of appeal (my.msstate.edu). Under Financial Aid menu, select *Eligibility Requirements*. If appeal is incomplete, it is your responsibility to submit required items by the established deadline or your appeal will not be reviewed.
- **CHECK EMAIL FOR APPEAL DECISION.** You will be notified via your MSU official email once the committee has reached a decision on your appeal.

Important Information

- Late appeals will NOT be accepted
- Incomplete appeals will NOT be reviewed
- Students can submit up to three SAP appeals while attending MSU, regardless of the outcome of the appeal
- Submitting an appeal does not constitute automatic approval

Mississippi State University – Student Financial Aid
Satisfactory Academic Progress (SAP) Appeal Form - Spring 2017
Deadline: December 20, 2016 (noon)

Instructions for preparing a SAP Appeal Form can be viewed online at http://www.sfa.msstate.edu/pdf/SAP_Appeal_Form.pdf

Student Information

Student's Last Name _____ First Name _____ MI _____ MSU ID (9 digit) _____

Reason for SAP Appeal

Review your SAP status (my.msstate.edu). Under Financial Aid menu, select *Satisfactory Academic Progress*.

SAP Appeals will only be considered if you have extenuating circumstances that prevented you from making satisfactory academic progress. You may attach supporting documentation to substantiate your circumstance (medical reports, obituary, police report, etc).

Typical adjustments to college life, financial hardship or job interference are **not** considered extenuating circumstances.

Suspension for GPA, Withdrawals, Completion Rate

- Serious injury or illness of student. Date of injury or illness: _____
- Death of immediate family member. Relationship to student: _____ Date of death: _____
- Other special circumstances: _____

Suspension for Maximum Hours/Time-Frame

Students may request to have their timeframe extended under the following circumstances:

- Changed Major (degree program) from _____ to _____ Effective Date: _____
- Transferred credit hours from another school: _____ Effective Date: _____
- Pursuing second degree in _____ Effective Date: _____

You must TYPE your answers to the two questions below in the space provided or your appeal will be considered incomplete.

1) Please provide a detailed explanation of the extenuating circumstances that prevented you from maintaining satisfactory academic progress. You must include specific dates as to when your extenuating circumstance occurred. Answer in space provided.

2) Please explain how your personal circumstances have changed so that they will no longer hinder your academic progress. Indicate what steps you have taken to ensure these problems will not be a factor in your future progress and what steps you will take to meet satisfactory academic progress. Answer in space provided.

Student's Last Name

First Name

MI

MSU ID (9 digit)

Academic Plans- BOTH semesters must be completed unless you will be graduating at the end of the appeal semester.

The minimum length for an academic plan is two semesters unless you will graduate from your degree program at the end of the appeal semester. This form **must** be completed and signed by you and your academic advisor/official from your academic department. List all coursework to be attempted for **BOTH** semesters indicated below.

Spring 2017			*Summer 2017 (tentative)		
Course #	Course Name	Credits	Course #	Course Name	Credits

***Or Next Planned Enrollment**

Certification and Signatures

Student certification:

Your signature certifies that the information provided is accurate and complete to the best of your knowledge. By completing and submitting this form: **1)** you certify that you have reviewed the SAP policy and acknowledge that your current financial aid status is suspension and understand that if your SAP appeal is denied, you will not be granted financial aid for this semester and future semesters until you are once again meeting the SAP standards, **2)** you and your academic official agree that the courses listed are acceptable toward completion of your degree program, **3)** your SAP status will be recalculated at the end of the semester.

Have you recently been granted Academic Amnesty? _____

If yes, when?: Term _____ Year _____

Student's Signature

Date

If your SAP Appeal is approved, you must meet all of the following criteria on your Academic Plan to be granted one additional semester of Financial Aid eligibility (if otherwise eligible):

1. Complete all courses listed
2. Pass all courses listed. Do not make any F's
3. Earn minimum 2.5 GPA (undergraduate) for the semester. (3.0 for graduate students)
4. Do not withdraw from any courses
5. Do not drop below half-time enrollment

Academic Advisor/Official certification:

Your signature indicates that you have discussed with the student his/her academic status and you agree that the courses listed above are acceptable toward completion of his/her degree program. **Please answer all four questions listed below.**

Are you the student's Academic Advisor? _____

Yes No

Have you counseled the student regarding his/her graduation date? _____

Yes No

What is the student's expected date of graduation? _____

What is the number of remaining hours needed to graduate? _____

Printed Name and Title of Academic Official

School or College

Signature of Academic Official

Date

Please keep in mind that the SAP Committee will work expeditiously to review your SAP Appeal, however, the appeal decision may not be available until after classes have begun for the appeal semester. You are responsible for the payment of all MSU tuition and fees regardless of the outcome of the appeal.

MSU (SAP) Appeal Frequently Asked Questions

Why am I on Financial Aid Suspension?

SAP Policy can be viewed online at <http://www.policies.msstate.edu/policypdfs/91150.pdf>. You can view the reason you are on Suspension at mystate.edu. From the financial aid menu select *Satisfactory Academic Progress*.

You have been placed on **Financial Aid Suspension** for failing to meet at least one of the SAP standards listed below:

1. GPA: Failure to maintain a minimum MSU cumulative GPA
2. Completion Rate: Failure to pass a minimum of 67% of the cumulative course work attempted
3. Enrollment Hours: Dropped below the minimum enrollment hours required
4. Excessive Withdrawals: Exceeded maximum number of withdrawal hours
5. Maximum Time Frame: Failure to complete degree program within a specific time frame

Can I receive Financial Aid while I am on Financial Aid Suspension?

No, you **cannot** receive federal financial aid or the Sumner's grant if your financial aid status is Suspension. You can appeal your suspension status by submitting a SAP Appeal Form to request to have your aid reinstated. Students are limited to three appeals regardless of outcome.

How do I appeal?

SAP Appeal forms are available online at <http://www.sfa.msstate.edu/pdf/sapaf.pdf>.

Your SAP Appeal must include the following before it will be submitted to SAP committee:

1. SAP Appeal Form - due by established deadline (type information in the space provided and print)
2. Academic Plan - for two semesters. This form must be approved and signed by your academic official (page 2 of SAP Appeal form)
3. Supporting documentation (optional)
4. Submit to: MSU Department of Student Financial Aid, P.O. Box 6035, Mississippi State, MS 39762 (Room 225 Garner Hall)

Your appeal will be reviewed by the SAP Appeals Committee. **Their decisions are final.** You will not be permitted to resubmit your appeal or add any additional supporting documents once your appeal has been submitted.

Where can I find additional information about the SAP Appeal Process?

You can view additional information about the SAP Appeal process at http://www.sfa.msstate.edu/pdf/SAP_Appeal_Form.pdf.

What happens if my SAP Appeal is approved?

If your SAP Appeal is approved, you will be placed on **Financial Aid Probation** and will be granted one additional semester of financial aid (if otherwise eligible). You can view additional information about the Financial Aid Probationary Semester at

<http://www.sfa.msstate.edu/pdf/fapi.pdf>.

What happens if my SAP Appeal is denied?

If your SAP Appeal is denied, you will remain on **Financial Aid Suspension** and you will not be eligible to receive federal financial aid or the Sumner's Grant until the SAP Policy requirements have once again been met. Any federal student aid and/ or Sumner Grant previously awarded for the ineligible term will be canceled. There may be additional funding opportunities (non-federal aid) for you through the Alternative Loan program. These loans are not guaranteed and you must complete a credit application. More information about the alternative loans can be viewed at <https://www.elmselect.com/oll/SchoolLenderList/?schoolId=8608>.

How do I regain financial aid eligibility?

If your SAP status is **Financial Aid Suspension**, you can regain financial aid eligibility by meeting at least one of the following criteria:

1. Correct the SAP problems and meet the overall SAP Policy requirements.
2. SAP Appeal is approved. If your SAP Appeal is approved by the SAP committee, you will be placed on **Financial Aid Probation** and you may be granted one additional semester of financial aid eligibility (if otherwise eligible). Limit three appeals regardless of outcome. Additional information about the Financial Aid Probationary Semester can be viewed at <http://www.sfa.msstate.edu/pdf/fapi.pdf>.
3. Complete conditions of Academic Plan

What are the conditions of my Academic Plan?

If your SAP appeal is approved, you must meet **all** of the following criteria on your Academic Plan to be granted one additional semester of Financial Aid eligibility (if otherwise eligible):

1. Earn minimum 2.5 GPA (undergraduate) for the appeal semester (3.0 graduates)
2. Do not drop any courses listed on academic plan
3. Do not withdraw from any courses listed on academic plan
4. Pass all courses listed on academic plan - do not make any 'F's
5. Do not drop below half-time enrollment

How will I be notified of the Appeal Decision?

You will be notified via your official MSU email when the SAP Committee has reached a decision on your appeal. You can also check the status of your SAP Appeal at my.msstate.edu. Under Financial Aid menu select *Eligibility Requirements*.

Please keep in mind that the SAP Committee will work expeditiously to review your SAP Appeal, however, the appeal decision may not be available until after classes have begun for the appeal semester. You are responsible for the payment of all MSU tuition and fees regardless of the outcome of the appeal.