



Important Information

- Review your **SAP status** (<https://my.msstate.edu>). Under Financial Aid menu, select *Satisfactory Academic Progress*.
- Review instructions on preparing an appeal - **SAP Appeal Info** (http://www.sfa.msstate.edu/pdf/SAP_Appeal_Form.pdf)
- Students may only submit a SAP Appeal if they had extenuating circumstances that prevented them from making satisfactory academic progress. **Typical adjustments to college life, financial hardship or job interference are not considered extenuating circumstances and will NOT be reviewed. Examples include:**
 1. Dissatisfaction with course material, instructor, instructional methods, class intensity
 2. Lack of motivation, poor time management, or academic overload
 3. Increased work hours or difficult work schedule
 4. Participation in extracurricular activities
- **Late appeals** will not be accepted and **incomplete appeals** will not be reviewed.
- Students may submit up to three SAP appeals while attending MSU, regardless of the outcome of the appeal.
- Submitting an appeal does not constitute automatic approval.
- **Students with previous appeals must also indicate extenuating circumstance/documentation for the new appeal.**
- Students are responsible for paying tuition/fees, regardless of the outcome appeal or can set up a payment plan.

Completing SAP Appeal Form

Step 1: Type SAP Appeal in space provided – handwritten appeals will not be accepted

- Answer all questions (incomplete appeals will not be reviewed by the committee)
- Complete Academic Plan for the appeal semester. You will not be permitted to update once submitted.

Step 2: Print completed SAP Appeal Form

Step 3: Meet with Academic Advisor

- Advisor must **approve Academic Plan**. Advisor must **sign and date the appeal**
- It is the student's responsibility to contact their academic advisor/official to complete their section of the appeal before submitting to the Financial Aid Office.
- Appeals submitted with advisor section incomplete or without signature will be considered incomplete and will not be reviewed.

Step 4: Attach Supporting documentation- strongly recommended (optional). The burden of proof is on the student.

- You will not be able to add documents once your SAP appeal has been submitted.

Step 5: Submit SAP Appeal by the final deadline listed on the appeal form.

- Students who submit appeal by the priority deadline (optional) will know the status of their appeal prior to the class start date. Regardless, all appeals must be submitted by the final deadline.
- **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 by 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.**

Step 6: Check status of your appeal

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

How to Submit SAP Appeal

Submit your SAP Appeal in one of three ways listed below

1. **Upload to:** SFA Dawg Documents (<https://www.sfa.msstate.edu/dawg-documents/>)
2. **Bring in person to: Financial Aid Office** - 225 Garner Hall
3. **Mail to:** Mississippi State University
Office of Student Financial Aid
Post Office Box 6035
Mississippi State, MS 39762-6035



Priority Deadline: November 8, 2019 (optional)

Final Deadline: January 10, 2020 (noon)

SAP Appeal Information: Instruction for Preparing a SAP Appeal Form (https://www.sfa.msstate.edu/pdf/SAP_Appeal_Form.pdf)

Submit to MSU Financial Aid Office (225 Garner Hall) or upload to <https://www.sfa.msstate.edu/dawg-documents/>

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.

We strongly encourage you to attach supporting documentation to substantiate your circumstance (medical, obituary, police report, etc).

Suspension for GPA, Withdrawals, Completion Rate

Appeals will only be considered if you have extenuating circumstances that prevented you from making satisfactory academic progress.

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

Suspension for exceeding 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 dual 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) Provide a detailed explanation (including dates) of the extenuating circumstances that prevented you from maintaining satisfactory academic progress. Typical adjustments to college life, financial hardship or job interference are not considered extenuating circumstances. Max-time appeals: indicate what caused you to exceed time-frame to complete degree. Answer below.

2) 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. Max-time appeals: indicate remaining hours and graduation date. Answer below.

Student's Last Name

First Name

MI

MSU ID (9 digit)

Academic Plan

List all coursework to be attempted for the semester indicated below. **Once the appeal has been submitted, you will not be permitted to change your academic plan.** If your SAP Appeal is approved, you will be placed on Financial Aid Probation and you will automatically be placed on an Academic Plan. To maintain eligibility for financial aid, you must fulfill all the conditions of your academic plan or meet SAP requirements as described in the SAP policy. Additional information about the Academic Plan and SAP policy can be viewed online at <https://www.sfa.msstate.edu/policies/satisfactory-academic-progress/>.

Academic Plan - Spring 2020		
Course No.	Course Name	Credits

Certification and Signatures

This form **must** be completed and signed by you and your academic advisor/official from your academic department.

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

**Although supporting documentation is not required, it is strongly recommended.
The burden of proof is on the student. All documentation should be included with the appeal.**

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.

Academic Advisor/Official certification:

The student listed on this form is currently on financial aid suspension and is pursuing an appeal with the MSU Financial Aid Office to request to have his/her financial aid reinstated. In order for the appeal to be reviewed, we need you to complete this form and to discuss with the student his/her academic plan and degree completion goals. Your signature indicates that 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

What is the student's current major and degree objection? _____

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

How many remaining hours (including this appeal semester) to complete degree? _____

Printed Name and Title of Academic Advisor/Official

School or College

Signature of Academic Advisor/Official

Date



Why am I on Financial Aid Suspension?

The SAP Policy can be viewed online at <http://www.sfa.msstate.edu/policies/satisfactory-academic-progress/>. You can view the reason you are on suspension by logging into your myState account. 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/policies/satisfactory-academic-progress/>.

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

1. SAP Appeal Form - due by established deadline (information must be typed in the space provided)
2. Academic Plan – your course selections must be approved and signed by your academic official (page 2 of SAP Appeal Form)
3. Supporting documentation (optional – strongly recommended)
4. Submit to: Student Financial Aid Office Room 225 Garner Hall – or mail to P.O. Box 6035, Mississippi State, MS 39762

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

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/policies/satisfactory-academic-progress/>.

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 an additional semester of financial aid (if otherwise eligible) for the approved semester. You can view additional information about the Financial Aid Probationary Semester at <http://www.sfa.msstate.edu/policies/satisfactory-academic-progress/>.

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/Private Loan program. These loans are not guaranteed and you must complete a credit application. More information about the alternative loans can be viewed at <http://www.sfa.msstate.edu/loans/>.

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/policies/satisfactory-academic-progress/>.
3. Meet 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 an additional semester of financial aid (if otherwise eligible):

1. Take **all** courses listed on your Academic Plan
2. Earn minimum 2.5 GPA (undergraduate) or 3.0 (graduates) for the appeal semester.
3. Do not drop or withdraw from any courses listed on your academic plan
4. Pass all courses listed on your academic plan - do not make any 'F's
5. Submit an updated Statement of Understanding/Academic Plan each semester by the established deadline

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 by logging in to your [myState account \(https://mystate.msstate.edu\)](https://mystate.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.