

APPEAL PROCESS FOR A WAIVER OF SATISFACTORY PROGRESS REQUIREMENTS (SAP) https://msutexas.edu/finaid/sap.php

When a student has suffered the death of an *immediate* family member, a personal illness or injury, or believes other extenuating circumstances have prohibited the student from meeting Satisfactory Academic Progress (SAP), the student may initiate an appeal to the *MSU Financial Aid Office SAP Committee*, as follows:

- 1. Submit the SAP "Appeal for Financial Aid" form (at attached, or available at https://msutexas.edu/assets/ documents/finaid/fao_96sap.pdf) along with other appropriate documentation to support the student's detailed written request for a waiver of SAP requirements. Other documentation may include medical records, an obituary, letter of support from family/friend who is aware of the student's circumstances, etc.... *Priority date for submission of the Appeal form is no later than official enrollment day (12th day for Fall/Spring semesters and 4th day for summer terms); failure to submit the Appeal form by the Priority date will delay the review/disbursement of your financial aid.*
 - NOTE: As part of your SAP Appeal application, you must also discuss an academic plan with your Academic Counselor to ensure success in future semesters at MSU. The MSU Academic Plan Agreement form (also attached on the SAP Appeal application) must be submitted as part of your appeal. Please know that completion of the academic plan with your Counselor does not guarantee your SAP appeal will be approved.
- 2. Within sixty (60) working days from receipt of the Appeal form and supporting documentation, the MSU Financial Aid Office SAP Committee will respond to the student in writing as to the disposition of the appeal.
- 3. If the appeal is APPROVED by the MSU Financial Aid Office SAP Committee, the student's financial aid eligibility will be determined and/or disbursed; and, the student will be advised if additional requirements must be met as deemed appropriate by the Committee, which may include, but is not limited to, reduced course load, academic advising, counseling, etc....
- 4. If the appeal is DENIED by the MSU Financial Aid Office SAP Committee and the student believes the appeal was unjustly denied, the student may submit an additional appeal and request to appear before the *Financial Aid Advisory Appeals Committee (FAAAC)*. The student must submit a written request to the Vice President for Student Affairs to include an explanation of the student's circumstances, including why the student feels the appeal is unjustly denied. Further instructions regarding the FAAAC appeal will be provided upon notification of the denial.
 - The FAAAC is comprised of three full-time faculty members, the Associate Registrar, two student representatives and a MSU Financial Aid representative (the latter serving as ex-officio, non-voting).
 - The additional appeal to the FAAAC must be initiated by the student within 90 days from the date of the original denial by the MSU Financial Aid Office SAP Committee.
- 5. Within ten (10) working days from receipt of the appeal from the student, the FAAAC committee will meet separately with
 - a. the Director of Financial Aid, or designated representative, who will present documentation to support the denial of the student's request, AND
 - b. the student, who will be given the opportunity to explain why he/she feels the appeal was unjustly denied.
- 6. Within five (5) working days after the FAAAC has met with both the student and Director of Financial Aid, or designated representative, the disposition of the appeal will be sent to the student in writing.
- 7. The decision of the FAAAC is final.



Satisfactory Academic Progress Appeal for Financial Aid

Student's Last Name

Student's First Name

Mustangs ID

Μ____

Students may use this form to request a re-evaluation of suspension of financial aid. Students must return this appeal form and all required supporting documentation to the Financial Aid Office (FAO). Appeals are reviewed by the FAO Appeal Review Committee within 60 days of receipt of all requested documentation. Students are notified of the outcome of their appeal via email within 5 business days after Committee review. *Priority date for submission of the Appeal form is no later than official enrollment day (12th day for Fall/Spring semesters and 4th day for summer terms); failure to submit the Appeal form by the Priority date will delay the review/disbursement of your financial aid.*

I am requesting this appeal to receive financial aid beginning with semester (check one):

□ Fall 20 ____ □ Spring 20 ____ □ Summer 20 ____

STEP 1: Check the appropriate box (es) above that best describes the situation for which you are seeking an appeal.

- **STEP 2:** Attach documentation as outlined below and/or other documents you feel are relevant to your situation. You must provide a **Personal Letter**, which is your own detailed explanation of the event(s) with appropriate reference to specific dates and/ or time periods. Your Personal Letter must also indicate what actions or steps you have taken or plan to take to prevent repetitive failure of SAP policies.
- □ Medical Circumstance: Extenuating medical circumstances of the student or immediate family member (parent or spouse or sibling or child) that hindered the student's ability to meet Satisfactory Academic Progress while enrolled at MSU.
 - Supporting documentation such as: doctor or hospital bills, insurance benefit statements, letter from healthcare provider, etc.
- □ **Personal Circumstance:** Extenuating personal circumstances may include personal crisis issues, family crisis situations or the death of an immediate family member (parent or spouse or sibling or child).
 - Supporting documentation such as: death/birth certificates, letter from other party who can attest to your statements, professional/ pastoral counselor reference letter, medical professional reference letter, official or legal documents such as police reports, attorney statements, etc.
- □ Maximum Attempted Hours Requirement: Students may have exceeded maximum eligibility of hours due to the number of transfer credit hours, changes in the requirements for specific degree programs, seeking dual degrees, or for other academic or personal situations.
 - Explanation of reason for requiring excess hours is required from your academic advisor. This statement should also indicate the required number of hours remaining for completion of your degree.
 - Copy of the student's degree plan signed by the student and advisor.
- □ Other (*please explain*): _

STEP 3: STUDENT CERTIFICATION STATEMENT

- I have attached a detailed letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress.
- My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress.
- I will/have met with my Academic Counselor to discuss an academic plan to ensure success in my future semesters at MSU.
- I understand that I will be notified by email within 5 business days AFTER the FAO Appeal Review Committee's decision.

Student's Signature: _

Date: _

FOR FINANCIAL AID OFFICE USE ONLY

Date Ready for Committee Review: ______(ie: all documents received from student)

Committee Decision:

Approved Denied Incomplete



MSU ACADEMIC PLAN

Agreement

(complete this form in order of the STEPS indicated below)

Student's Last Name

Student's First Name

Mustangs ID

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STEP 1: TO BE COMPLETED BY THE STUDENT

I understand I failed to meet Satisfactory Academic Progress (SAP) and was placed on Financial Aid SUSPENSION. I have submitted a Financial Aid Appeal based on documented extenuating circumstances. *As part of my appeal application, I must discuss an Academic Plan EACH SEMESTER with my Academic Counselor until I successfully meet the Satisfactory Academic Progress (SAP) requirements.* Should my appeal be approved, I understand I will be placed on 'FINANCIAL AID PROBATION'; failure to meet the requirements of the Academic Plan will result in being placed back on 'FINANCIAL AID SUSPENSION'.

Student Signature	Date
STEP 2: TO BE COMPLETED BY THE MSU FINANCIAL AID OFFICE	
The student failed to meet SAP for the following reason(s):	
Cumulative GPA is not 2.0 (UG) or 3.0 (GR)	NOTE: current cum gpa is
Completion of Hours is not 67% or greater	NOTE: current completion rate is %
Maximum Hours for Program of Study exceeded	NOTE: current total hours attempted is
Other Comments:	
Financial Aid Representative	Date
STEP 3: TO BE COMPLETED BY THE STUDENT'S DESIGNATED ACADEMIC COUNSELOR	
The student has met with	and discussed the necessary
requirements for the Academic Plan for the	semester term.
The Academic Counselor and Tutoring and Academic Support Program (TASP) Center will monitor the progress of the student at the end of each semester and will advise the MSU Financial Aid Office of the student status.	

STEP 4: STUDENT MUST RETURN THIS COMPLETED FORM TO THE MSU FINANCIAL AID OFFICE