



APPEAL PROCESS FOR A WAIVER OF  
SATISFACTORY PROGRESS REQUIREMENTS (SAP)

<https://msutexas.edu/financialaid/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/financialaid/fao\\_96sap.pdf](https://msutexas.edu/assets/documents/financialaid/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.



