Satisfactory Academic Progress (SAP) Appeal Form

In order to appeal the denial of Financial Aid due to failure to maintain Satisfactory Academic Progress, you must **complete** this form and **attach the required documentation**. Forms lacking appropriate documentation will be regarded as incomplete.

*Please read and complete this application carefully.*

**Last Name:** ________________________________  **First Name:** ________________________________

**Telephone:** ________________________________

**Student ID Number:** ________________________________

**E-Mail Address:** ________________________________

Please indicate the semester for which the appeal is to be considered.

____ Fall 20_____

____ Spring 20_____

Complete the following information regarding your degree.

**Major:** ________________________________

**Hours needed to complete degree:** ____________

**Expected Date of Graduation:** ________________________________

**Have you had a previous appeal?**

____ No  ____ Yes (Indicate the semester of the previous appeal _______

*Types of Appeals*

Please check the appropriate category (More than 1 category may apply)

____ GPA - If this appeal is based upon your cumulative grade point average, **you must address** the issue of completing courses with a GPA lower than 2.0 for Undergraduates or 3.0 for Graduates.
Ratio - If the ratio of hours attempted to hours passed is less than required (see the University Catalog or view the Financial Aid webpage), you must address enrolling in courses and receiving a Withdrawal/s (Ws) or an Incompletes (Is) which have negatively affected your completion ratio.

Time frame - If your appeal is based on exceeding the specified total of attempted credit hours for the completion of your degree plan, you must address the need to enroll in a greater number of credit hours than is normally associated with the completion of the degree requirements. Please indicate if you have changed majors recently.

Reason for Appeal

Please indicate which mitigating situation best applies to the reason you have experienced academic difficulty.

Medical: If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.

Death/Illness: If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.

Other Circumstances: Please clearly state the circumstance (not listed above) and provide appropriate documentation.

*All mitigating circumstances must be documented

I have read the Mid-Continent University Satisfactory Academic Progress Policy. I am submitting a complete SAP Appeal Form. I understand that the Appeal Committee will not review a SAP Appeal Form that is incomplete or lacks appropriate documentation. I also understand that I will be notified by mail of the Committee’s decision.

_________________________________________             _______________
Student Signature                                                              Date
For Office Use Only

____________ Incomplete Appeal Form __________ Complete Appeal Form

Appeal Committee’s Decision

_____ Waiver Denied

_____ Waiver Approved

_____ Waiver Approved With Stipulation/s

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Committee Chair’s Signature  
Date ______________________

Financial Aid Director’s Signature  
Date ______________________