

**COMPLETING AND SUBMITTING THIS FORM**

Documents may be submitted in person or via U.S. Mail, email, FAX, or Secure Document Upload. To upload documents: Login to MyFSU < Student tab < Financial Aid icon < Select "Secure Document Upload" icon.

**FSU Office of Scholarships & Financial Aid**

1201 S. State Street, CSS 101, Big Rapids, MI 49307 Phone:  
231.591-2110; FAX: 231.591.2950; finaid@ferris.edu

**SECTION 1: STUDENT INFORMATION****Last Name:****First Name:****Student ID#:****SECTION 2: REASON FOR DENIAL OF FINANCIAL AID**

**If you have received notification that your financial aid has been suspended, and you wish to appeal, please follow the instructions below.** Details about your academic history and current standing (GPA/Earned Credits) may be found in your MyFSU portal under the "MyRecords" tab. **Please check all that apply:**

I am an undergraduate or professional student and do not have a cumulative GPA of 2.0 or greater; or I am a graduate student and do not have a cumulative GPA of 3.0 or greater.

I did not complete 67 percent of the credits that I attempted.

I have exceeded the attempted number of credits allowed for my degree (Associate's Degree = 90 credits; Bachelor's Degree = 180 credits; Graduate Degree = 60 credits).

**SECTION 3: SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS & CERTIFICATION**

Your Satisfactory Academic Progress (SAP) Appeal MUST INCLUDE ALL of the following for consideration. Please use the following checklist to ensure that you have submitted all necessary requirements for your appeal:

A completed and signed **SAP Appeal form**

A well-written, typed **Statement of Appeal**  
(Tips for preparing your Statement of Appeal can be found on the following page)

Documentation to support your Statement of Appeal  
(Examples of necessary documentation can be found on the following page)

**SELECT ONE:**

If you checked A or B above, submit a **SAP Academic Evaluation Form**, completed and signed by your academic advisor, OR

If you checked C above, submit a **SAP program audit form**, completed and signed by your academic advisor

I certify that in signing this form, all of the above information is complete and correct. Furthermore, to ensure that I improve my future academic performance, I acknowledge my responsibility to follow through with the corrective actions that I have detailed in the typed statement I have submitted with this form.

Student Signature

Date

Student Phone Number

SECTION 4: TIPS FOR SUBMITTING A SUCCESSFUL SAP STATEMENT OF APPEAL

In order to have your SAP Appeal request considered, you must submit **ALL REQUIRED INFORMATION** in the checklist on page 1, Section 3 **AT THE SAME TIME** to the Office of Scholarships and Financial Aid.

**PLEASE NOTE:** **INCOMPLETE APPEALS WILL NOT BE REVIEWED.**  
**SUBMIT YOUR APPEAL EARLY, AS ALL APPEALS ARE REVIEWED IN THE ORDER IN WHICH THEY ARE RECEIVED.**

**PLEASE KNOW** that if you disclose a situation involving gender discrimination or sexual misconduct (including sexual harassment, sexual assault, intimate partner violence, and/or stalking) in your written statement for your SAP Appeal, the Office of Scholarships and Financial Aid is legally required to share such information with the Ferris State University Title IX Coordinator.

POINTS TO CONSIDER AS YOU PREPARE YOUR STATEMENT OF APPEAL:

- **Approach the appeal process in a serious manner.** The effort you give to your statement of appeal will have a direct impact on the review process. A well-written, thoughtfully considered appeal is more likely to be approved. Conversely, a hastily-prepared appeal that lacks appropriate details is more likely to be denied.
  - **Be thorough.** Your statement of appeal should touch on the following topics:
    - What has happened or changed that made you unable to maintain satisfactory academic progress? What are the circumstances that prevented you from maintaining satisfactory academic progress? Examples may include (but are not limited to) serious illness, injury or other health issues, severe personal or family emergencies, such as the death of a relative, financial or personal catastrophe, or other special situations.
- NOTE:** A student's lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for collegiate-level coursework **will not be considered for the appeal process.**
- Develop and describe a clear **plan of action** for how you will improve your academic progress moving forward. Be sure to detail what corrective measures you have taken, or will take, to achieve and maintain satisfactory academic progress.
  - Be willing to admit the problem. Perhaps you need help with time management or study skills. Describe resources you intend to use and how you will use them to assist you in becoming academically successful. Examples include tutoring; advisor meetings; utilization of the library and its resources, and more. You should be aware that the information you provide here will be reviewed in conjunction with any future SAP appeals as well. It is important that you follow through on the action items you list in your appeal.
- **Provide proof that supports your appeal.** Include documentation to support your written statement, such as proof of a doctor visit, obituary or death certificate, or other official third-party supporting documentation. Please note that all SAP appeals require some form of supporting documentation. **Appeals submitted without supporting documentation are subject to immediate denial.**