

SAPFAL/SAPSPR/SAPSUM _____ Ferris State University Office of Scholarships & Financial Aid
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Name: _____ FSU Student ID#: _____

Term for which aid reinstatement is requested _____ Last semester attended _____

If you have received notification that your financial aid has been suspended and you wish to appeal, please follow the instructions below.

REASON FOR DENIAL OF FINANCIAL AID (check all that apply):

- ☐ **A.** I am an undergraduate or professional student and do not have a cumulative GPA of at least a 2.0; or I am a graduate student and do not have a cumulative GPA of at least a 3.0.
- ☐ **B.** I did not complete 67% of the credits that I attempted.
- ☐ **C.** I have exceeded the attempted number of credits allowed for my degree (Associate degree = 90 credits; Bachelor degree = 180 credits; or Graduate degree = 60 credits).

***Details about your academic history and current standing (GPA/Earned credits) can be found in MyFSU under "MyRecords"**

Your Satisfactory Academic Progress (SAP) Appeal must include ALL of the following for consideration:

1. Completed Satisfactory Academic Progress (SAP) Appeal Form
2. A well-written, typed statement using your own words that explains:
 - The circumstances that prevented you from maintaining satisfactory progress.
 - Examples include: Serious illness or injury of the student, death of a relative, or other special situations.
 - What has changed? {Describe how your situation has changed.}
 - A clear plan of action for how you will improve your academic progress.
 - What corrective measures have you taken, or will you take to achieve and maintain satisfactory academic progress?
 - Resources you intend to use, and how you will use them, to assist you in becoming academically successful.
 - Examples: Tutoring, advisor meetings, utilizing the Library and its resources
3. Documentation to support your written statement such as proof of a doctor visit, obituary, other professional or 3rd party statements.
4. If you checked A or B in the reason for denial of financial aid section above:
SAP Academic Evaluation Form, completed by your advisor. **OR:**
 - a. If you checked C in the reason for denial of financial aid section above:
SAP Program Audit Form, completed by your advisor.

By signing this form, I certify that all of the above information is complete and correct. In addition, I acknowledge my responsibility to follow through with the corrective actions promised in #2 above, in order to improve my future academic performance. **Electronic and/or typed signatures are NOT acceptable.**

Student Signature

Date

Student Phone #

INSTRUCTIONS: Submit all of the REQUIRED information below **AT THE SAME TIME to the Financial Aid Office:**

1. Completed appeal form,
2. Written statement,
3. Supporting documentation,
4. Signed SAP Evaluation Form or SAP Program Audit Form

INCOMPLETE APPEALS WILL NOT BE ACCEPTED OR REVIEWED.

SUBMIT YOUR APPEAL EARLY – 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, it will be shared with the University's Title IX Coordinator.

DOCUMENTS MAY BE SUBMITTED IN PERSON, FAX, OR SECURE UPLOAD.

TO UPLOAD DOCUMENTS: LOG INTO MyFSU, STUDENT TAB, FINANCIAL AID ICON, and SELECT "SECURE DOCUMENT UPLOAD" ICON. EMAILED DOCUMENTS ARE NOT SECURE AND CANNOT BE ACCEPTED.

FSU Office of Scholarships & Financial Aid
1201 S. State Street, CSS 101, Big Rapids, MI 49307
Phone: 231 591-2110 Fax: 231 591-2950
Email: finaid@ferris.edu

(DO NOT EMAIL DOCUMENTS)

Kendall College of Art & Design
17 Fountain Street NW, Grand Rapids, MI 49503
Phone: 616 451-2787 Fax: 616 831-9689
Email: kcadfinaid@ferris.edu

Tips for Writing a Successful FASAP Appeal Statement

A well-written FASAP appeal statement should be typed, using your own words to explain:

What happened and what has changed:

- Why were you unable to maintain satisfactory progress?
- What corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

Admit the problem:

Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Perhaps you need help with time management or study skills. Admit the problem and explain how you will get that help.

- Note: Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

Attach any relevant supporting documentation:

This may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice or death certificate.

Valid reasons for an appeal include (but are not limited to):

- medical emergencies
- severe health issues
- severe personal or family problems
- financial or personal catastrophe
- return for a second degree or certificate