

Documents **MAY ONLY** be submitted via U.S. Mail, FAX, or Secure Document Upload. To upload documents: Login to Ferris360; search for "Secure Document Upload" icon. **EMAILED DOCUMENTS ARE NOT SECURE AND WILL NOT BE ACCEPTED.**

FSU Office of Scholarships & Financial Aid
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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 by searching and viewing your academic dashboard in Ferris 360.

Please check all that apply:

- A) I am an undergraduate and do not have a cumulative GPA of 2.0 or greater; or I am a graduate/doctorate student and do not have a cumulative GPA of 3.0 or greater.
- B) I did not complete 67 percent of the credits that I attempted.
- C) I have exceeded the attempted number of credits allowed for my primary degree (Associate's Degree = 90 credits; Bachelor's Degree = 180 credits; Graduate Degree = 60 credits).

SECTION 3: SAP APPEAL CHECKLIST

YOUR APPEAL PACKET WILL INCLUDE FOUR ITEMS. Incomplete appeal packets will not be approved.

- 1) This completed and signed SAP Appeal Form;
- 2) Your well-written, typed, Statement of Appeal (ferris.edu/SAPtips)
- 3) Documentation to support your Statement of Appeal (see examples on page 2 if this form)

You will need to contact your academic advisor or Dean's office to obtain one of the following forms. Please wait until you receive that form to submit your appeal packet:

- 4) If you checked A or B above, submit a **SAP Academic Evaluation Form**, completed and signed by your academic advisor
OR
- 5) If you checked C above, submit a **SAP Program Audit Form**, completed and signed by your academic advisor

CERTIFICATION

By signing this form, I am certifying that all of the information submitted in my appeal packet is complete and correct. I hereby acknowledge my responsibility to follow through with the corrective actions that I have detailed in the typed statement that I have submitted with this form. Further, I acknowledge that I have read and understand the SAP Audit Form or SAP Academic Evaluation Form that was completed by my academic advisor/representative of my Dean's office.

Student Signature

Date

Student Phone Number

SUBMITTING YOUR APPEAL PACKET

Your Appeal packet should contain all four items listed below. Please submit all of the items at the same time.

- 1) **The SAP Appeal Form;**
 - 2) **Your Typed Statement of Appeal;**
 - 3) **Documentation in Support of your appeal and**
 - 4) **Either the SAP Evaluation or SAP Program Audit Form from your advisor or Dean's office.**
- **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.

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 in 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 your responsibility for 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.

DOCUMENTATION:

You must include documentation to support your written statement, such as proof of a doctor visit, obituary or death certificate, police or accident report 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.**

Need Help Writing Your Appeal? Visit: ferris.edu/SAPtips