

## Satisfactory Academic Progress (SAP) Appeal Form

**Deadline Dates:**

Fall 2022 – July 1

Spring 2023 – November 1

Student Name (print): \_\_\_\_\_

NSU ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

NSU understands that uncontrollable events (i.e., death of a family member, illness, deployment, etc.) happen in a student's life and some students have difficulty in adjusting to college. The University will consider special circumstances that occur such as death in a family, illness, deployment, etc. as circumstances that are not within the control of the student. However, each student must describe what impact the circumstances had on academics, what the student has done to address the impact and how the student plans to be successful. If the student is not yet prepared to vigorously focus on academics with available assistance offered by the University, the student should not submit an appeal.

If the University approves an appeal, the student must adhere to the academic plan within the appeal. Failure to meet the outlined academic plan by the end of the term (semester) for which the appeal is granted will result in the loss of financial aid eligibility.

**Identify the semester for which you are submitting your appeal:** ☐ Fall 20\_\_\_\_ ☐ Spring 20\_\_\_\_

**Step 1: Reason for Appeal** – Identify the extenuating circumstance that occurred during your last completed term of enrollment and provide supporting documentation.

- ☐ Death in Immediate Family (provide copy of the obituary or death certificate)
- ☐ Illnesses (provide proof of medical documentation for an extended period of time)
- ☐ Disabilities (provide written letter from NSU's O.A.S.I.S. Office)
- ☐ Counseling (provide written letter from NSU)
- ☐ Deployment (provide proof of orders for deployment)
- ☐ Other:

**Step 2: Your Appeal Letter and Supporting Documentation** – Attach the completed form that clearly explains your circumstance(s).

The appeal letter/form provides you with the opportunity to describe the impact and circumstance(s) that prevented you from meeting the SAP standards. It outlines what will change that will lead to your SAP success. It should also outline the timeframe of your extenuating circumstance(s) for the period that you were unable to meet the SAP requirements.

Extenuating or mitigating circumstances include, but are limited to, the following:

- Death in family. State how this person was related to you (i.e., parent, spouse, sibling, etc.). Include the name and relationship of the person to you.
- Illness or injury to the student and/or immediate family member.
- Emotional or mental health issues (for student) that required professional care.
- Other unusual circumstances beyond your control (transition that may lead to depression, anxiety or other problems that can be documented).

Reminder: Supporting documentation is required and must be noted during the timeframe referenced in the appeal. Documentation should be secured from an objective party (i.e., medical bills, death certificate, counselor, teacher/professor, religious leader or unbiased third party).

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Student Name (print): \_\_\_\_\_

NSU Student ID#: \_\_\_\_\_

The section below is your opportunity to describe the specific factors that adversely impacted your academic performance. It is also the place for you to outline the measures you plan to take to return in good standing. THIS SHOULD NOT BE A STATEMENT OF GOOD INTENTIONS. Your SAP appeal explanation MUST include the following:

- Explain what happened – why were unable to maintain satisfactory academic progress?
- Explain what has changed – what corrective measures have you taken or will take to achieve and maintain satisfactory academic progress.

What happened? Describe the circumstances beyond your control that led to your failure to meet SAP requirements. Attach documentation to support the claim where appropriate.

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What has changed? How do you plan to meet SAP requirements in the future? What has changed to promote your success?

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NOTE: Attach separate pages if necessary.

**Incomplete appeals will not be considered and will result in a denial.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Satisfactory Academic Progress (SAP) Appeal Form**

### **Required SAP Documentation**

- SAP Appeal Form completed and signed by student.
- Supporting Documentation
- SAP Academic Plan –
  - Must be completed by student and academic advisor.
  - The SAP Academic Plan must be signed and dated by both the student and academic advisor.
- SAP Tutorial Certificate

### **Important to Remember**

- Incomplete SAP Appeal Packets will constitute a denied appeal.
- Approved SAP Appeals
  - Students are notified in writing.
  - Students approved are awarded one (1) semester of aid.
  - Students are evaluated at the end of each semester to document continuous academic progress.

### **Instructions to submit via Email**

- Documents must be scanned. Pictures of documents are not acceptable. The use of phone scanners such as cam-scanner or similar scanning apps, can be used so long as the scan is clear and legible.
- Email all documents to [financialaid@nsu.edu](mailto:financialaid@nsu.edu).
- All documents **must** have hand-written signatures. The Norfolk State University Financial Aid Office does not accept electronic or digital signatures.
- Documents must be signed by all required parties prior to submission.