



Satisfactory Academic Progress (SAP) Appeal Form

Deadline Dates: Fall 2020 – July 1 Spring 2021 – 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 circumstance(s) 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 academic 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)
- COVID-19 Related Issues: indicate all that apply (no further documentation required)
 - Illness of you and/or a family member
 - Need to become a caregiver or first responder
 - Economic hardship
 - Added work hours
 - Loss of childcare
 - Inability to access Wi-Fi due to closed facilities
 - Inability to continue with classes via distance education

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

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

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

NOTE: Attach separate pages if necessary.

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

Signature

Date



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Required SAP Documentation

- SAP Appeal Form completed and signed by student.
- Supporting Documentation (if required).
- SAP Academic Plan – (not required for COVID related issues)
 - Must be completed by student and academic advisor.
 - The SAP Academic Plan must be signed and dated by both the student and academic advisor.
- Undergraduate or Graduate Advisor’s Transcript — (not required for COVID related issues)
 - Your academic advisor will provide a copy of the transcript.

NOTE: If you withdrew from the University prior to COVID-19 (March 13, 2020), you must submit all required documents.

Important to Remember

- COVID related issues do not require additional documentation.
- Incomplete SAP Appeal Packets will constitute a SAP Denial.
- 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.
- 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.