Satisfactory Academic Progress (SAP) Appeal Form

Priority Deadlines

Fall semester: August 1st    Spring Semester: December 1st

Attach supporting documentation and return all items by one of the deadlines listed above to the Financial Aid Office.

Section 1: Student Information

| Name: _______________________________ | Student ID No: _______________________________ |
| Student Email Address: _______________________________@Spartans.nsu.edu | Phone Number: _______________________________ |

Enter the school year and semester for this appeal: Academic Year __________________________ (Example: 2015-2016)

(Check One) ☐ Fall Semester  ☐ Spring Semester

Section 2: Required Appeal Documentation

Attach the following documentation:

- An explanation of the circumstances that contributed to your inability to maintain satisfactory academic progress during the previous academic year (Examples: medical emergencies, illness, death in the family, military deployment). Explain what has changed so that you can complete your academic program successfully. Attach supporting documentation or evidence of your circumstances.
  (Examples: letter from physician/counselor/therapist, hospital documentation, obituaries, military orders).
- A SAP Academic Plan (developed by you and your academic advisor) that outlines what you will do to improve academic performance. This form is available on the NSU website: https://www.nsu.edu/Admissions-Aid/Apply-to-NSU/Tuition-and-Financial-Aid/Types-of-Aid/Financial-Aid/Forms.
- A copy of your (Advisor Transcript). You may obtain this document from your Academic Advisor.

NOTE: Failure to submit all of the above documentation will result in a denial of your SAP Appeal. All documentation must be signed. Ensure that your NSU Student ID# is on all documents.

I understand that I did not meet the Satisfactory Academic Progress (SAP) Standards at Norfolk State University during my last enrollment period. I would like to appeal the decision based on personal mitigating and/or extraordinary circumstances. I am attaching a SAP Academic Plan signed by me and my advisor outlining steps to improve my academic performance. I also understand that I am not eligible for financial aid until I receive written approval for this request from a Financial Aid Office Official.

Student’s Signature: _______________________________ Date: _______________________________

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FOR FINANCIAL AID USE ONLY

Student NSU ID#: ____________________________ Date: ____________________________

Student’s Name: ____________________________

__________________________________________  ____________________________
Last First M.I.

Appeal Decision:

☐ Will not meet Cum GPA ☐ Will not meet 67% ☐ Exceed 150% ☐ No extenuating circumstance
☐ No signature(s) ☐ No supporting documentation ☐ Academic Plan incorrect ☐ No UG TRAN

Additional Comments:

Office Use Only: 1st Review

Attempted credits _____________ Completed credits __________________
Cumulative GPA _______________ Anticipated Graduation Date _____________
☐ Approved ☐ Incomplete ☐ Denied

____________________________  ____________________________
SAP Appeal Committee Member or Reviewer’s Signature Date

Office Use Only: 2nd Review

Attempted credits _____________ Completed credits __________________
Cumulative GPA _______________ Anticipated Graduation Date _____________
☐ Approved ☐ Incomplete ☐ Denied

____________________________  ____________________________
SAP Appeal Committee Member or Reviewer’s Signature Date