



**Satisfactory Academic Progress Appeal
for Federal Financial Aid**

You have been put on Federal Aid Suspension for failing to maintain SAP standards (Satisfactory Academic Progress) and are not eligible to receive federal aid at this time.

What are the SAP standards?

Good grades: Maintain a minimum cumulative GPA of a 2.0 (undergraduate students) or 3.0 (graduate and doctoral students)

Completing courses: Earn a passing grade for 66.67% of all attempted courses

Graduate on time: Complete your academic program before you have attempted 150% of your program's required hours.

Ex. If your program required 120 hours, you would have to finish the program before attempting 180 hours (120 x 150%).

How do I meet SAP and regain eligibility?

To regain your federal aid eligibility, you have two options:

- 1) Continue your enrollment and improve your academic until you are maintaining SAP, during which time you cannot receive federal aid or any other type of aid that requires you to be federal aid eligible.
- 2) If you had a documented extenuating circumstance, you can submit the appeal form that follows and any additional documents that go along with the appeal. Appeals that are approved allow you to receive federal aid while you continue working to meet academic requirements.

I want to appeal. What do I do?

If you can document an extenuating circumstance that kept you from meeting academic requirements, complete this form and any requisite items. Do not submit an incomplete application. If you are appealing to receive aid in a term that has already begun, the appeal must be submitted by the end of the third week of the semester. Appeals received after this time will be considered for the following semester.

Send your Satisfactory Academic Progress Appeal & supporting documentation to the Student Financial Services Department. Contact us with any questions 314-392-2366 or sfs@mobap.edu.

Does SAP Suspension mean I can't attend MBU?

No. Academic suspension is not the same as SAP suspension. If you have been academically suspended from Missouri Baptist University, this appeal will not result in an academic reinstatement. A separate appeal process is necessary. Contact the Office of the Provost for more information on reinstatement to your program of study.

How is my appeal reviewed?

Requests for SAP Appeals will be evaluated based on the following guidelines:

1. Appeals will be thoroughly reviewed by the Financial Aid Committee.
2. The committee will consider the relevance of your documentation, your past academic history, and attendance records when making a decision. Current academic information could be reviewed if an appeal is submitted during a semester.
3. Each appeal will be considered on a case-by-case basis. Decisions will be made based on government regulations and individual circumstances.
4. All decisions are final. An appeal can only be approved once. If an appeal is granted, a second appeal application cannot be submitted if a student becomes ineligible again, even if ineligibility occurs for failing a criteria different than that for which the student was first made ineligible.
5. Appeals are reviewed monthly, however the committee's schedule to meet will be determined by the availability of committee members each semester. Allow 2-3 weeks for a decision to be made on your appeal, but it could take longer depending on availability of the committee members.
6. Decisions regarding SAP Appeals will be communicated in to the student at their school email address within 5 business days of any decision being made. Denials will also be emailed to the student's address on file.

STEP 1: Student Information

Name _____ MBU Student ID# _____ Phone Number _____

STEP 2: Options to Appeal

Check all that apply and read to understand how you can appeal. "I would like to appeal my financial suspension because..."

Cumulative GPA below 2.0 (undergraduate students) **3.0** (graduate and doctoral students):

I currently have a cumulative grade point average (GPA) below the requirement and feel that I have unusual circumstances. I am choosing one of the following appeal options:

Option 1 (not an available option if you are suspended for multiple reasons): I am submitting an appeal asking to extend my financial aid for one additional semester with an explanation of prior grades and what I will do to achieve the required GPA by the end of the semester. If I am not maintaining SAP by the end of that semester, I will be placed back on suspension with no additional appeal until I have achieved SAP. If I am maintaining SAP, I will be cleared of my probation. *You are encouraged to meet with an advisor to ensure your plan is mathematically possible in a single semester.*

Option 2: I am submitting an appeal with an Academic Plan completed with my academic advisor. This Academic Plan will demonstrate how I will be meeting SAP over a longer period than one semester, though I understand it cannot extend past the end of the next spring semester (winter quarter for doctoral students). My Academic Plan will ensure I am meeting SAP by the end of the academic year, but I also understand that my academics will be reviewed by Student Financial Services each semester to verify I am making progress towards my plan. If I am not making progress, my suspension will be reinstated immediately.

Course Completion Rate:

I currently have a cumulative completion rate below the required standards (student must successfully complete at least 66.7% of credits attempted) and feel I have unusual circumstances. I am submitting an appeal along with an Academic Plan completed with my academic advisor. This Academic Plan will demonstrate how I will be meeting SAP over a longer period than one semester, though I understand it cannot extend past the end of the next spring semester (winter quarter for doctoral students). My Academic Plan will ensure I am meeting SAP by the end of the academic year, but I also understand that my academics will be reviewed by Student Financial Services each semester to verify I am making progress towards my plan. If I am not making progress, my suspension will be reinstated immediately.

Time frame:

I have exceeded the maximum 150% credit hour limit through attempting too many credits without having completed my degree (1.5x the published length of my academic program measured by the required credit hours) and I feel I have an unusual circumstance. With assistance from my advisor, I have completed a Timetable for Degree Completion form, which will be given to the Director of Records. If the Director of Records verifies my "timetable", my appeal will be reviewed by the committee. If my appeal is approved but I deviate from my "timetable", I will immediately be put back on suspension.

IMPORTANT: If your appeal is approved with an academic plan or timetable for degree completion, you cannot change your academic plan without appealing to our committee first.

STEP 3: Reason for Appeal

Students must have had extenuating circumstances* that directly impacted their ability to maintain academic progress. "In addition to the course of action I selected to pursue from the options above, I feel I have a special circumstance and am therefore indicating my reason and providing documentation."

Severe illness, medical condition or injury

If a medical problem contributed to the failure to maintain academic progress, attach documentation from a medical professional from whom you have received advice and/or treatment. Documentation should verify the issues and dates.

Death of family member or a close friend

Attach appropriate copies of medical records, death certificate, obituary, etc.

Traumatic life-altering event such as fire, tornado, etc.

Attach evidence of event, such as an insurance claim or FEMA application.

Other Circumstances _____

Clearly elaborate on the circumstance in your letter (see Step 4) and provide appropriate documentation.

**All extenuating circumstances must be documented. The following are not extenuating circumstances:*

College was harder than you imagined, you did not manage your time well, you did not learn well from a particular instructor, your roommate(s) disturbed your studies, etc.

Though technically not an appeal, you do have the right to question the data we used in suspending you. We will not review the data we used without a reasonable claim about the inaccuracy of the data. Therefore, if you have reviewed your transcript and believe the data is incorrect, it is your responsibility to bring this to our attention with specific examples. Remember, we utilize the Advisor's version of your transcript, which should not include courses inapplicable to your degree program.

I believe incorrect data was used to suspend me because:

- I have another degree at the same level as that which I am currently studying and it should not be included in the evaluation of my progress in my new degree.
- I am pursuing a degree and certification at the same time and I believe the evaluation was only conducted on one of the programs.
- I had missing transcripts at the time my progress was reviewed.
- I had grades "in progress" or "incomplete" at the time my progress was reviewed.
- There are academic credits on my transcript that are not applicable to my current degree and should be removed.

Contact us immediately to discuss what you identify as being a possible error with your record.

STEP 4: Student Appeal Letter

Your appeal must be typed and free of excessive spelling and grammatical errors.

If not, your appeal will be returned to you for improvements that could result in a delay in the committee's decision. Your appeal must address the circumstances that prevented you from maintaining satisfactory academic progress and the reasons for the basis of this appeal. **You must include:**

- 1) what the problem was;
- 2) when did the problem occur;
- 3) how long did the problem last;
- 4) how did this problem specifically affect your ability to complete your coursework;
- 5) what documents have you provided to support your reason for appeal (see Step 3 above);
- 6) how your documentation relates to or supports the circumstances you dealt with; and
- 7) most importantly, what has changed that will allow you to be meeting SAP within this next year.

STEP 5: Checklist for a Complete Application

Check all boxes that apply and fill in how many pages you've included under each section so we know we are not missing documents when you submit your appeal.

- Complete this SAP Appeal (all sections filled out – 4 pages)
- Academic Plan completed with advisor is attached if indicated as required by Step 2: # of pages ____
- Timetable for Degree Completion is attached if indicated as required by Step 2: # of pages ____
Additional copies for Academic Plans and Timetables are available at www.mobap.edu/financial-aid/forms
- Appeal letter attached: # of pages ____
- Copies of documentation supporting your Reason for Appeal in Step 3: # of pages ____
- All incomplete grades from prior semesters and all transcripts from other institutions must be finalized on your student record with MBU. Your appeal is considered incomplete if you have incomplete grades.**

STEP 6: Sign This Worksheet

- I certify the information provided on this form and all supporting documents to be true and complete to the best of my knowledge.
- I have read and understood the above information regarding the application and the application process.
- I understand if I am approved and I fail to meet satisfactory academic progress in future semesters, my financial aid could be suspended and there will be no appeal process until I have reached the satisfactory academic standards.
- I understand that this application does not guarantee the reinstatement of my financial aid eligibility.
- I understand that I will no longer be able to receive Federal Title IV aid at Missouri Baptist University should the committee not approve my appeal until a future time when I would be meeting academic standards.
- If my appeal involves following an academic plan or timetable for degree completion, I acknowledge that I must appeal to change my plan.

Signature of Student _____

Date _____

Office Use Only
Date and Time Submitted
Application Complete? Y N
Revised 5/11/2017

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