

SATISFACTORY ACADEMIC PROGRESS APPEAL

Student Name: _____ Student ID Number: _____

Check One: Undergraduate Graduate Expected date of graduation: _____Term in which you wish to appeal: Fall 20 _____ Spring 20 _____ Summer 20 _____

The Federal Government requires that students who receive financial aid maintain Satisfactory Academic Progress (SAP) towards their degree. The University of Pittsburgh evaluates its students at the end of each spring semester to determine eligibility. Students not meeting these standards are not eligible to receive financial aid. However, students may appeal this status if there were circumstance that interfered with his/her ability to meet these Satisfactory Academic Progress standards. Further information regarding these standards can be found at: oafa.pitt.edu/financialaid/satisfactory-academic-progress.

Instructions

1. Sections A, B, C, and D must be completed by the student. **Appeal must include supporting documentation.**
2. Section E must be completed and signed by the designee of the Dean or Vice President for Academic Affairs.
3. **Attach documentation to support reason(s) stated in your appeal that impacted your ability to meet the SAP standards. Examples include third-party statements, court records, medical records, letter from a professional counselor, etc.**

Forms submitted without supporting documentation will be returned to the student and considered incomplete until all documentation is received by the Financial Aid Office.

Section A

Current Financial Aid Academic Progress Status: Review your SAP notification from Financial Aid and provide the following information.

If your SAP status is not met, indicate the requirement(s) not met. GPA
 Pace of progression
 Maximum timeframe

Section B

Provide a detailed explanation regarding your inability to meet the SAP requirements. The supporting documentation required as described in Step 3 of instructions will help clarify any potential questions by the appeals committee. Attach additional pages, if necessary.

Section C

Describe the steps you have taken to ensure that you will be academically successful and meet SAP standards in the future. An acceptable form of supporting documentation is an Academic Plan completed with the designee of the Dean or Vice President for Academic Affairs. Attach additional pages, if necessary.

Section D

Planning for academic success includes mapping your courses in a sequence which will foster meeting University requirements regarding your academic standing. Indicate your planned courses below. Attach additional pages, if necessary. **Courses are subject to change based on class availability.**

Fall 20 _____ Spring 20 _____ Summer 20 _____

Course Name	Required	
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section E

The designee of the Dean or Vice President for Academic Affairs **MUST** complete and sign the section below before submitting the appeal to the Financial Aid Office.

Designee of the Dean or Vice President for Academic Affairs: The student is not meeting the Financial Aid Satisfactory Academic Progress (SAP) requirements towards degree completion. Therefore, the student must appeal for an exception. **Please evaluate the student's academic plan and provide the information requested below. Attach a copy of the student's Academic Plan to be submitted with this appeal to the Financial Aid Office.**

Number of Credits Needed for Graduation: _____ Anticipated Graduation Term: _____

Advisor Comments:

Designee of the Dean or Vice President for Academic Affairs Name (please print): _____

Phone: _____ Email: _____

 Designee of the Dean or Vice President for Academic Affairs Signature Date

Student Certification

I certify that all of the information I have provided is complete and accurate. I have read and understand the Satisfactory Academic Progress Policy and understand this appeal does not guarantee it will be approved. I understand that while waiting for an appeal decision, I assume full responsibility for all tuition, fees, and other university charges regardless of the final decision of the appeals committee. I understand that I will be notified of the committee's decision and receive instructions for how to proceed as a result of the decision. Regardless of the decision, I am committed to pursuing the necessary academic assistance to ensure I will successfully complete a University of Pittsburgh degree.

 Student Signature Date