Instructions for submitting an Appeal for Satisfactory Academic Progress:

1. **Complete each section of this appeal form. Incomplete appeals will be returned.** **Appeals will be accepted for those students with Satisfactory Academic Progress Holds only.** Students with a Financial Aid Warning must wait to appeal until a Hold is placed.

2. **Meet with your academic advisor** to review and sign your appeal. If you have declared a major, you are encouraged to schedule the meeting with your actual advisor or an advisor within that department. If you have yet to declare your major, academic advisors are available in the Advising and Academic Enhancement office.

3. **Write a detailed letter**
   a. Letter should be up to two (2) pages in length
   b. Describe the extenuating circumstances* that prevented you from meeting the SAP standards, including dates and/or a time line of any specific events.
   c. Explain how these circumstances affected your progress.
   d. Describe how the situation has been resolved.
   e. For maximum credit appeals: indicate why you have exceeded the credit limit; examples could include military credits transferred in, changes in major and reason(s) for doing so, additional credits needed for catalog year or a credential.
   f. Optional items: Include your academic goals/plans and any specific strategies for success (tutoring, taking fewer credits, meeting regularly with advisor/professor).

   *Extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, and victim of a violent crime. All information is confidential and will be reviewed only by our committee.

4. **Provide copies of any supporting documentation** such as doctors’ letters or bills, death certificate, obituary, or police reports. Maximum credit appeals may or may not have additional documentation available, based on your reasoning.

5. **Students appealing the Maximum Credit Standard** must also submit the following documentation:
   - **Undergraduate Students:** Academic Requirements report from your Student Center.
   - **Graduate Students:** Academic Requirements report from your Student Center **OR** a copy of the completed Admission to Candidacy Form (available from your department).

6. **In-Progress Grades:** Students enrolled in the current term must have professors provide in-progress grades if submitting the appeal after the regular appeal deadline, whether appealing for the current semester or a future one. If your professor is unable to physically sign, you may submit, with the appeal, a letter or email from each professor indicating your in-progress grades. Letters from professors must be on Boise State letterhead and emails must come from the professor's Boise State email address. The professor must provide a letter grade for your work completed thus far in the class (blackboard printouts are not sufficient to meet this requirement).

**Appeal Results:**
After your appeal has been reviewed, you will be notified of the results through your BroncoMail account. Any SAP hold, including a warning or academic plan, may cause a delay of future financial aid disbursements until the Registrar’s Office indicates that grades are “official” for the prior term and we are able to verify you have met the required conditions.

If your appeal is ‘approved’, you will be placed on Financial Aid Probation (for one term) or on an Academic Plan (if longer than one term is necessary to meet minimum Satisfactory Academic Progress standards). While you are on Financial Aid Probation or Academic Plan, you will be monitored based on the academic conditions, as detailed on the Academic Plan page of this appeal. Continued financial aid eligibility is dependent upon your meeting the conditions for academic performance during each semester you are on Probation or Academic Plan.

If your appeal is ‘denied’, you will be ineligible for federal and state financial aid until you are again meeting the minimum SAP standards.

If your appeal is ‘denied with conditions’, you will be ineligible for federal and state financial aid for the appealed term, but will be given the opportunity to regain eligibility by meeting specific academic conditions.
Satisfactory Academic Progress Appeal

Name: ____________________________________ Date: ____________________________

Address: __________________________________ I.D. #: __________________________

City: ____________________ State: _____ ZIP: ________ Phone: ______________________

Federal regulations require that a student receiving financial aid (including federal and state work-study) make progress toward a degree/certificate according to academic progress standards set by Boise State University. These standards are explained in the Satisfactory Academic Progress Policy that can be found on the web at: http://financialaid.boisestate.edu/sapdocuments/.

Students who do not meet these satisfactory academic progress standards are ineligible to receive financial aid.

Federal regulations also allow for exceptions, documented in a written appeal, only when extenuating circumstances existed that caused a student to fail to meet one or more of the standards. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, or victim of a violent crime. Unexpected employment or work issues beyond the student’s control may be considered on a case-by-case basis.

Check (✓) the term for which you are appealing to have your financial aid eligibility reinstated.

<table>
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<tr>
<th>Term</th>
<th>Appeal Deadline</th>
<th>Special Appeal Deadline – See Step 6</th>
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<tbody>
<tr>
<td>Fall 20 _____</td>
<td>October 1</td>
<td>In-progress grades are required for each course</td>
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<tr>
<td>Spring 20 ___</td>
<td>March 1</td>
<td>November 1</td>
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<td>Summer 20 ___</td>
<td>For students attending the 1st 3-week session only – contact our office for appeal deadline</td>
<td>April 1</td>
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<td>For summer sessions ending before July 2 – appeal deadline is June 1</td>
<td>For sessions ending after July 2 – appeal deadline is July 1</td>
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Certification:

- I understand that by submitting this appeal form, approval is not guaranteed.
- I certify the information contained in this Satisfactory Academic Progress Appeal form, supporting documentation and statements, is accurate and complete to the best of my knowledge.
- I will provide other information requested by an authorized official.
- I realize my Satisfactory Academic Progress Appeal form will not be reviewed without this information.
- I understand any false information will be cause for the denial, reduction, and/or repayment of student financial aid.

_____________________________________________ Date

8.6.14 kj/rlm FAPLx
Academic Plan

Student’s Name: ___________________________________ I.D. #: ____________________________

Declared Major(s) _____________________________________________

Please review the appropriate section(s) with your advisor and initial each item to indicate acceptance of the terms and plan to regain financial aid eligibility.

IMPORTANT NOTE: **Acceptance of the academic plan terms does NOT guarantee approval of your appeal.**

### Appealing for Comprehensive GPA Standard:
- _____ If my appeal is approved, I will be required to achieve a minimum term GPA of at least 2.25 (or 3.25 as a graduate student). This requirement includes developmental classes such as MATH 025, ENGL 090, etc.
- _____ If my appeal is approved, I will be placed on Financial Aid Probation for one term. If, after one term, I remain below the minimum comprehensive GPA standard but have met the 2.25 (3.25 for graduate students) minimum term GPA, I will continue on the Academic Plan conditions noted above. I will be monitored each term until I am meeting the minimum comprehensive GPA standard as outlined in the SAP Policy.
- _____ If I am currently on warning for Pace OR, if while on Probation or Academic Plan for GPA, my Pace percentage falls below the minimum standard of 75% but I complete 100% of my enrolled credits in that same term, I will be placed on Academic Plan for Pace, as well. I will be required to complete 100% of all enrolled credits each term until I am again meeting the 75% requirement.
- _____ If I fail to meet the conditions of my Probation or Academic Plan, or fail to meet any other SAP standard, I will become ineligible for financial aid again.

### Appealing for Pace Standard (formerly Credit Completion):
- _____ If my appeal is approved, I will be required to complete 100% of all enrolled credits. This requirement includes developmental classes such as MATH 025, ENGL 090, etc. Grades of “I”, “F”, “W” or “CW” will not count as completed and will result in loss of financial aid eligibility.
- _____ If my appeal is approved, I will be placed on Financial Aid Probation for one term. If, after one term, I remain below the minimum Pace standard but have completed 100% of all enrolled credits for the term, I will continue on the Academic Plan conditions as noted above. I will be monitored each term until I have met the minimum 75% Pace standard.
- _____ If I am currently on warning for GPA OR, if while on Probation or Academic Plan for Pace, my comprehensive GPA falls below the minimum standard for my grade level, but I obtain a GPA of at least 2.25 (3.25 for graduate students); I will also be placed on Academic Plan for Pace. I will be required to achieve a minimum 2.25 (3.25 for graduate students) each term until I meet the minimum comprehensive GPA standard as outlined in the SAP Policy.
- _____ If I fail to meet the conditions of my Probation or Academic Plan, or fail to meet any other SAP standard, I will become ineligible for financial aid again.

### Appealing for Maximum Credits Standard:
- _____ Indicate the total # of credits remaining for completion of degree program:
  - Current semester (circle one): FALL SPRING SUMMER
  - Not Currently Enrolled
  - Number of current semester credits: ____________ (Include ALL registered credits, even those completed or with a W grade, enter ZERO if not currently enrolled.)
  - Number of remaining credits needed for degree after current term: ____________
- _____ If I receive a grade of “F”, “W” or “CW” while on an approved appeal, the hold for maximum credits will be reinstated and I will lose my aid eligibility.
- _____ If my appeal is approved, I will be required to complete my current program within the number of credits indicated in this section. If I fail to complete my program before reaching this new limit, or fail to meet any other SAP standard, I will become ineligible for financial aid again.
Advisor: Please sign below, confirming that you have met with the student. If you have comments regarding the student's appeal, please note them below or attach a letter.

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Advisor's Printed Name ____________________________ Advisor's Signature ____________________________ Phone #________________________

NOTE to students: Please review this form to be certain you have completed all necessary sections. Incomplete forms will be returned. Retain a copy of this completed appeal for your records.

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IN-PROGRESS GRADES

* ONLY PROFESSORS ARE TO COMPLETE THIS SECTION. *

Record of Current Term's In-Progress Grades. Refer to Step 6 instructions.

In-progress grades are required for all students enrolled in the current term appealing after the regular appeal deadline, whether appealing for the current term or a future one.

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<th>Course Name</th>
<th>Credits</th>
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Office Use Only

UGRD  2nd UGRD  GRAD

Term of Appeal: Fall ____ Spring _____ Summer ______

☐ Remaining credits evaluation form on file

SAP STANDARD NOT MET

____ Pace # Attempted _____________ # Completed _____________ Pace: ________%

____ GPA Comp GPA _____________ GPA Standard _____________

____ Max Time # Attempted _____________ Max for program/previously approved _____________

Remaining Credits _____________ Total for degree completion _____________