



Satisfactory Academic Progress (SAP) Appeal

STUDENT NAME: _____ ID#: _____ PHONE: _____

Federal regulations require that you meet Satisfactory Academic Progress (SAP) standards to maintain your eligibility for federal financial aid. You must make progress toward a degree/certificate according to three standards: GPA, Pace, and Maximum Credits. Find Boise State’s Satisfactory Academic Progress Policy online at financialaid.boisestate.edu/sap.

Federal regulations allow for exceptions to the Satisfactory Academic Progress Policy, documented in a written appeal, only when extenuating circumstances existed that caused a student to fail to meet one or more of the standards.

Instructions

1. Check your SAP standards on your Student Center (“other financial” dropdown box > Check SAP Status).
2. Attach a detailed letter describing the extenuating circumstances that prevented you from meeting the SAP standards for GPA, Pace and/or Maximum Credits. Describe in detail how the situation has been resolved. (See details on page 2.)
3. If applicable to your extenuating circumstances, also attach copies of supporting documentation, such as doctors’ letters or bills, death certificate, obituary, or police reports.
4. Schedule a time to meet with your academic advisor to discuss your SAP appeal and your plans for academic success. (Meet by phone if you are in an online program.) Complete the Academic Plan section of this appeal with your advisor.
5. Submit your complete appeal to the Financial Aid Office by email, fax or in person before the appeal deadline. (Check your BroncoMail for the appeal decision, usually within 2-3 weeks after submitting a complete appeal.)
6. Use the chart below to determine if you need to include in-progress grades with your appeal based on the date you are submitting your appeal. Appeals are reviewed year-round and will be considered for aid for the earliest possible semester.

Deadlines	Deadline to submit without in-progress grades	Final appeal deadline for the semester
Fall	Oct. 1	Nov. 1
Spring	March 1	April 1
Summer	Contact our office if attending the 1 st 3-week session only, and submit your appeal ASAP For summer sessions ending on or before July 2 – appeal deadline is June 1 For sessions ending after July 2 – appeal deadline is July 1	

In-Progress Grades

- If fall classes are in session, include in-progress grades on all appeals submitted after Oct. 1.
- If spring classes are in session, include in-progress grades on all appeals submitted after March 1.
- If your professor is unable to physically sign this form, you may print an email you receive from the professor’s Boise State email address (or a letter on Boise State letterhead) and attach it to this form. Blackboard printouts are insufficient.

Course #	Course Name	Credits	Letter Grade	Printed Name / Professor’s Signature	Ext.
_____	_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____	_____ / _____	_____

How to Write Your Appeal Letter

Write a detailed letter describing the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) standards and how the situation has been resolved. Please limit the length of your letter to two pages.

- Explain how these circumstances affected your academic progress
- Include dates or a timeline of any specific events
- Describe how the situation has been resolved
- Describe your academic goals/plans and any specific strategies for success (tutoring, taking fewer credits, meeting regularly with advisor/professor)
- If this is not your first SAP appeal, explain what is different about this appeal.

Examples of extenuating circumstances: hospitalization or medical condition of the student, unexpected death or major hospitalization of an immediate family member, house fire, victim of a violent crime. While employment is not considered an extenuating circumstance, work issues beyond your control may be considered on a case-by-case basis.

For maximum credit appeals, indicate why you have exceeded the credit limit. Example circumstances: military credits transferred in, changes in major and reasons for changing your major, additional credits needed for catalog year or a credential. Maximum credit appeals may or may not have documentation available, depending on the reason for your number of credits.

Student Certification

- I understand that approval is not guaranteed. If my appeal is denied I am responsible for any and all charges on my Boise State student account, even if the decision is received after the date to drop for a refund of fees.
- I understand that a SAP appeal will only be approved once for the extenuating circumstances described in this appeal. I understand that appealing a decision of “denied” will only be allowed once during a single semester and only if there is additional information or documentation not provided in the first appeal.
- I certify that the information contained in this Satisfactory Academic Progress Appeal (SAP) form, supporting documentation and statements, is accurate and complete to the best of my knowledge. I understand any false information is cause for the reduction, denial and/or repayment of student financial aid.
- If my appeal is approved and 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.
- I certify that I will take only the courses required to complete my current degree program.
- I understand that 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 Financial Aid and Scholarships is able to verify that I have met the required conditions.

Student’s Signature (hand-signed only)

Date

Financial Aid Office Use Only – Please Leave This Section Blank

UGRD	2 nd UGD	GRAD	Fall _____	Spring _____	Summer _____
Pace	Credits Completed _____		Credits Attempted _____		Pace _____ %
GPA	Comprehensive GPA _____		GPA Standard	UG 0-25 = 1.75	UG 26+ = 2.0 GRAD=3.0
Max Credit	Multiple Programs		Single Program or Major/Minor		Remaining Credit Eval on file
	Credits Attempted _____		Max for program/previously approved _____		
	Rem. in Primary Program _____	Rem. Add’l Programs _____	Total _____		

Academic Plans for SAP Appeals

Complete this section with your academic advisor. Use your Student Center to determine your assigned advisor. The Advising and Academic Support Center can help you connect with an advisor: aasc.boisestate.edu/find-advisor.

Student Instructions: If your appeal is approved, you will be placed on an Academic Plan for the standard(s) you are failing. The Financial Aid Office will monitor your progress each semester after grades are final, and you must meet the conditions of your Academic Plan to keep your eligibility for federal financial aid. Read and discuss with your advisor the Academic Plan(s) for the standard(s) you are failing. Student and advisor signature are required on each Academic Plan that applies to you.

Advisor Instructions: Please sign below each Academic Plan that you discuss with this student, confirming that you have met with this student to discuss SAP standards, resources for academic support, and this student’s plans for academic success. Attach a letter if you have comments regarding this student’s appeal or write brief comments in the space below.

Comprehensive GPA Standard – Academic Plan

- 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 and English 090.
- 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.

Advisor’s Printed Name _____	Phone _____
Advisor’s Signature _____	Date _____
Student’s Signature _____	Date _____

Pace Standard – Academic Plan

- 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 “P”, “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 GPA. 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.

Advisor’s Printed Name _____	Phone _____
Advisor’s Signature _____	Date _____
Student’s Signature _____	Date _____

Maximum Credits Standard – Academic Plan

Advisor Section

Complete this page only if the student is appealing the Maximum Credits standard.

This section to be completed only by an academic advisor:

1. Primary Program Information Maximum Credits

Federal financial aid is intended for a single degree in each career (Associate's, Undergraduate, Second Undergraduate and Graduate/Ph.D). For a student's first undergraduate degree, a major/minor combination is acceptable when completed simultaneously.

Current semester (circle): Fall Spring Summer # of credits in current semester: _____ (0 if not enrolled)

Primary program/major/certificate _____ Minor: _____

Number of credits remaining in primary program (with single minor if applicable) after current semester: _____

2. Additional Programs/Majors/Minors/Certificates

Only complete this section if the student is appealing the maximum credit standard and is **currently** pursuing more than a single graduate program, undergraduate major and minor or certificate. Please list below and indicate the number of credits needed to complete that program after the current term. (Exclude any credits that are included in section 1 above.)

	Circle One				# of credits <u>after</u> current term:
Program: _____	Major	Minor	Cert.	Grad Prg.	_____
Program: _____	Major	Minor	Cert.	Grad Prg.	_____

Advisor's Printed Name _____ Phone _____

Advisor's Signature _____ Date _____

Student Section – Academic Plan

Complete this page only if you are appealing the Maximum Credits standard.

- 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 I am currently on warning for GPA I will also be placed on Academic Plan for GPA. 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 am currently on warning for Pace 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. Grades of "I", "F", "W" or "CW" will not count as completed and will result in loss of financial aid eligibility.
- I understand that federal financial aid is intended for a single degree at the associate's, bachelor's and graduate levels and that all credits earned at each academic level or "career" will count towards my maximum credit limit for my current degree program in that career.
- If my appeal is approved, I will be required to complete my current program within the maximum number of credits approved by the SAP Appeals Committee. If I fail to do so, I will become ineligible for financial aid again.
- I understand that if I am pursuing multiple majors, degrees and/or certificates my appeal may only be approved for specific major(s), minor(s), degree(s) or certificate program(s).

Student's Signature _____ Date _____