

## Instructions for submitting an Appeal for Satisfactory Academic Progress:

1. Complete **each section** of this appeal form including major or program, student signature, advisor signature and phone number. In-Progress grades are also required for students enrolled in the current term appealing after the regular appeal deadline, whether appealing for the current semester or a future one. **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 they receive a Hold.*
2. Explain in a **detailed letter the extenuating circumstances** that prevented you from meeting the Satisfactory Academic Progress Policy standards and how these circumstances have been resolved and will not cause problems in the future. 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, victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.
3. **Provide copies of any supporting documentation** such as doctors' letters or bills, death certificate or obituary, or police reports.
4. **For Maximum Credit Standard:** Submit one of the following documents in addition to a detailed letter explaining your specific circumstances and reasoning for exceeding the maximum credit standard, along with supporting documentation, if relevant:
  - **Undergraduate Students** Print the Academic Requirements Report from BroncoWeb.
  - **Graduate Students** Print the Academic Requirements Report from BroncoWeb **OR** submit a copy of the completed Admission to Candidacy Form (available from your department).
5. **Meet with your academic advisor in order to complete the 3rd and 4<sup>th</sup> pages of this appeal.**
6. **In-Progress Grades:** **In-Progress grades are required for students enrolled in the current term appealing after the regular appeal deadline, whether appealing for the current semester or a future one. Have professors provide in-progress grades in the section on Page 4 for each class in which you are currently enrolled. You may submit letters/emails indicating in-progress grades from each professor with your appeal form. Letters from professors must be on Boise State letterhead and emails must come from the professor's Boise State email address. The professors must provide a letter grade for your work completed thus far in the class (blackboard printouts are not sufficient to meet this requirement).**

Semester	Appeal Deadline	Special Appeal Deadline – See Step 6 above
Fall 2011	October 3, 2011	November 1, 2011
Spring 2012	March 1, 2012	April 2, 2012
Summer 2012	For the 1 <sup>st</sup> 3-week session – your appeal deadline is May 30, 2012 For summer sessions ending before July 17 – appeal deadline is June 11, 2012 For sessions ending between July 17 & August 12 – deadline is July 13, 2012	

### Notification of Appeal Results:

After your appeal has been reviewed, you will be notified of the results through BroncoWeb HOLDS and BroncoMail messages.

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 on Financial Aid Probation or Academic Plan, certain conditions for academic performance will be set and monitored (see Academic Plan page for details). Further financial aid is dependent upon your meeting the conditions for academic performance during the semester(s) for which your appeal was approved. You may experience a delay in receiving financial aid the following term until the Registrar's Office indicates that grades are "Official" and we verify you have met the conditions.

If your appeal is approved, your Academic Plan conditions will continue for each semester until you meet the minimum standards, or you fail to meet the conditions. If you fail the conditions prior to meeting the minimum standard, you will once again be ineligible for financial aid.

## 2011-2012 Appeal for Satisfactory Academic Progress

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/forms/SAPpolicy.pdf>. 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, 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 semester for which you are appealing to have your financial aid eligibility reinstated.**

✓	Semester	Appeal Deadline	Special Appeal Deadline – See Step 6 in-progress grades are required for each course
	Fall 2011	October 3, 2011	November 1, 2011
	Spring 2012	March 1, 2012	April 2, 2012
	Summer 2012	For the 1 <sup>st</sup> 3-week session – your appeal deadline is May 30, 2012 For summer sessions ending before July 17 – appeal deadline is June 11, 2012 For sessions ending between July 17 & August 12 – deadline is July 13, 2012	

[All enrolled students are monitored for Satisfactory Academic Progress at the end of each semester. Summer is included as one semester.]

### 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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Meeting with an academic advisor is a requirement for a financial aid appeal.**

**Scheduling an appointment with your actual academic advisor is strongly encouraged.**

**If your advisor is unavailable and you have declared a major, call your academic department to schedule an appointment with an academic advisor in your academic college.**

If you have not yet declared a major, academic advisors are available in Advising & Academic Enhancement.

## Academic Plan

Student's Name: \_\_\_\_\_ I.D.#: \_\_\_\_\_

Major or Program: \_\_\_\_\_

**Please note: Acceptance of the terms of the academic plan for approved appeals does not guarantee approval of your submitted appeal.**

### Appealing for GPA:

**Advisor:** Please review the following checklist with the student. The student must initial each item to indicate acceptance of the terms and plan to regain financial aid eligibility.

#### Undergraduate

\_\_\_\_\_ If my appeal is approved, I will be required to **achieve a minimum semester comprehensive GPA of at least 2.25**. 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 semester. If, after one semester, I am not meeting the minimum comprehensive GPA level **but have met the 2.25 minimum semester comprehensive GPA**, I will be maintained on the Academic Plan conditions as noted above and will be monitored each semester until I am meeting the minimum requirements as outlined in the SAP Policy.

#### Graduate

\_\_\_\_\_ If my appeal is approved, I will be required to **achieve a minimum semester comprehensive GPA of at least 3.25**.

\_\_\_\_\_ If my appeal is approved, I will be placed on Financial Aid Probation for one semester. If, after one semester, I am not meeting the minimum comprehensive GPA level **but have met the 3.25 minimum semester comprehensive GPA**, I will be maintained on the Academic Plan conditions as noted above and will be monitored each semester until I am meeting the minimum requirements as outlined in the SAP Policy.

### Appealing for Pace (formerly Credit Completion):

**Advisor:** Please review the following checklist with the student. The student must initial each item to indicate acceptance of the terms and plan to regain financial aid eligibility.

\_\_\_\_\_ 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 semester. If, after one semester, I am not meeting the minimum Pace standard but have completed 100% of all enrolled credits for the semester, I will be maintained on the Academic Plan conditions as noted above and will be monitored each semester until I have met the minimum 75% Pace requirement.

### Appealing for Maximum Credits:

**Advisor:** Please review the following checklist with the student. The student must initial each item to indicate acceptance of the terms and plan to regain financial aid eligibility.

\_\_\_\_\_ **Total # of Credits Remaining for Completion of Degree (include credits enrolled in this semester – example: appealing during fall semester, include fall credits plus future semester credits needed to complete degree):**  
Current semester/year: (ex. Spring 2012) \_\_\_\_\_, # of currently enrolled credits: \_\_\_\_\_  
Remaining credits after current semester: \_\_\_\_\_

\_\_\_\_\_ 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, Financial Aid Probation/Academic Plan status will remain in effect until I complete the number of credits indicated in this appeal.

**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.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Name of Major Department of Program

\_\_\_\_\_  
Advisor's Printed Name

\_\_\_\_\_  
Phone #

**NOTE to students: Please review this form to be certain you have completed all necessary sections. Make sure you signed the "Certification" on the prior page. Incomplete forms will be returned. Retain a copy of this completed appeal for your records.**

### IN-PROGRESS GRADES

◆ Only professors are to complete this section. ◆

**Record of Current Semester'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.*

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

Office Use Only

UGRD    GRAD

Semester 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 \_\_\_\_\_

# of Credits remaining \_\_\_\_\_    Total needed for degree completion \_\_\_\_\_