

# Satisfactory Academic Progress (SAP) Appeal

## Student Information

Use BLACK or BLUE ink only

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Student Name

Student ID

Student Phone Number

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. You can find [Boise State's Satisfactory Academic Progress Policy online](#).

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.

### Submission deadline to receive aid for the semester you are appealing for:

- **Fall/Spring:** 10<sup>th</sup> day of classes for the semester you are appealing for (census day)
- **Summer:** June 15

Please submit your completed appeal form with all supporting documentation to the Financial Aid and Scholarships Office by the stated appeal deadline. It can take up to 3 weeks to receive a decision to your BroncoMail from the date our office marks it as received.

## Appeal Type

Which Satisfactory Academic Progress standard are you appealing for?

- ☐ **GPA** - Maintain a 2.0 comprehensive GPA (3.0 for graduate students)
- ☐ **PACE** (credits earned out of credits attempted) – Maintain 67% Pace Completion

**Deliver to:** Boise State Financial Aid Office, Administration Building, Room 124, 1910 University Drive, Boise, ID 83725-1365

**Email:** [FinancialAid@BoiseState.edu](mailto:FinancialAid@BoiseState.edu) | **Phone:** (208) 426-1664

**Note:** Documents containing Social Security numbers may **not** be accepted via email. Please redact the number(s) or submit a different way.



## Step 1 – Explanation of Extenuating Circumstances

Extenuating circumstances can only be used once. If these circumstances were referenced to in a previous appeal, this appeal will be denied.

☐ **I have attached a detailed letter describing the extenuating circumstances that prevented me from graduating within the allowable attempted credits per my degree.** Appeal letters must include all three elements to be considered for approval.

- 1) Please describe what caused you to not graduate within the allowable credit amount.
- 2) How those conflicts have been resolved.
- 3) How do you intend to stay on track for graduation if your appeal is approved?

Examples of extenuating circumstances include but are not limited to: hospitalization or medical condition of the student, unexpected death or major hospitalization of an immediate family member, an emergency event, house fire, or 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.

☐ **I have attached supporting documentation of my extenuation circumstance to this appeal.**

Examples of documentation include but are not limited to: health care provider letters with dates of diagnosis and/or treatment or medical bills, death certificates, obituaries, or police reports.

## Step 2 – Self-Certified Enrollment Plans

If your appeal is approved, **you will be placed on an academic plan with specified conditions** of academic performance evaluated at the end of each semester. If you meet the specified conditions, your status on an academic plan may continue until you meet the minimum satisfactory academic progress standards within the allowable timeframe.

For our office to determine if you can meet the minimum satisfactory academic progress standards within four semesters for undergraduates (two for graduate students), please self-certify the requested information below. Please be aware, if you are approved for a plan, you will be required to complete the number of credits you listed below to remain eligible for aid. We recommend that students put down the minimum amount of credits they are planning on taking. The maximum credits that a student can plan to take is 16. If you have a GPA hold, our office will estimate your future GPA between 2.25 - 2.75 (3.25 – 3.75 for grad students) plus the credits you have listed below to determine your future eligibility.

Semesters you plan to attend	Semester and year (List one per row. Example: Fall 2023)	Number of credits you plan to take
1		
2		
3		
4		

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## Student Certification of Understanding

- 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 can only appeal once a semester.
- 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.
- I understand that if it is mathematically impossible for me to meet the minimum academic standards within the allowable timeframe, my appeal will be denied.
- I acknowledge that I will complete 100% of all enrolled credits. Grades of "I", "F", "W", or "CW" will not count as completed and will result in removal from the academic plan and possibly loss of financial aid eligibility.
- If my appeal is approved and I fail to meet the conditions of my Academic Plan, or fail to meet any other SAP standard, I will become ineligible for federal and state financial aid and certain private loans.
- 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 the Financial Aid and Scholarships office is able to verify that I have met the required conditions to either regain eligibility or continue on the academic plan.
- I acknowledge that if I am not enrolled in the minimum amount of credits I indicated on this appeal, my financial aid will not release and I will have failed my plan. If I am below my required amount of credits on census, I understand that my released financial aid will be pulled back and I will owe it back.
- In some circumstances, appeals may contain information related to sexual harassment, sexual misconduct, and other forms of sex discrimination. According to Boise State policy, any incident of sexual harassment of any kind, including sexual assault, committed against students must be reported to the University Title IX Coordinator. Any documentation you provide may be submitted to their office.

*Handwritten or Stylus Signatures are Required – typed will not be accepted*

Student Signature

Date

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