

Satisfactory Academic Progress (SAP) Appeal for Maximum Timeframe

Student Information

Use BLACK or BLUE ink only

Student Name	Student ID	Student Phone Number
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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. **This form is for students who have exceeded the [maximum timeframe allowed](#).** The maximum attempted credits allowed for degree or certificate completion will be up to 150% of the credits needed to complete that type of degree.

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

- **Fall/Spring:** 10th 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.

Step 1 – Explanation of Extenuating Circumstances

Extenuating circumstances can only be used once. If these circumstances were referenced 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.

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

Email: 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 2 – Academic Advisor Enrollment Review

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 graduate.

Federal financial aid is meant for only one bachelor's degree and minor at a time. If you are double majoring or in multiple programs/certificates, our office may only approve a portion of the credits you have requested in this appeal. Please meet with an advisor to complete the following section.

This section is to be completed by an academic advisor

Information provided will also be confirmed by the Registrar's Office once it is submitted to Financial Aid. The Registrar's confirmation could result in a different credit amount. The lower credit amount will be used.

Primary Program Information Maximum Credits

Current semester: _____ *Example: Fall 2023*

of credits in current semester: _____ *(0 if not enrolled)*

Primary Program (Major/Certificate): _____

Minor (list only one, if applicable): _____

Number of credits remaining in primary program **after** current semester: _____

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 semester**.*

(Exclude any credits that are included in section 1 above.)

Additional Program(s):

Program Type:
(Circle one)

of credits
after current
semester

Major Minor Certificate Graduate

Major Minor Certificate Graduate

Major Minor Certificate Graduate

Advisor Printed Name

Phone ext.

Advisor Signature

Date

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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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