

# SATISFACTORY ACADEMIC PROGRESS (SAP) HANDBOOK



Washington State University  
Office of Financial Aid and Scholarships  
Lighty Services 380  
PO Box 641068  
Pullman, WA 99164-1068  
509-335-9711 (telephone)  
509-335-1385 (fax)

**Revised Fall 2011**



1.0	Overview	
	<a href="#">1.1</a> Introduction	5
	<a href="#">1.2</a> What is SAP?	5
2.0	Undergraduates	6
	<a href="#">2.1</a> Introduction	
	<a href="#">2.2</a> Notification	
	2.3 General Policies	7
	<a href="#">2.3.1</a> Academic Deficiency Rule 43	
	<a href="#">2.3.2</a> Maximum Time Frame Limits	
	<a href="#">2.3.3</a> Remedial Courses	
	<a href="#">2.3.4</a> Repeat Courses	
	<a href="#">2.3.5</a> Satisfactory Course Completion	
	<a href="#">2.3.6</a> Audited Courses	
	<a href="#">2.3.7</a> Endorsements	
2.4	G.P.A. – Deficiency Regulations	8
	<a href="#">2.4.1</a> Requirements	
	<a href="#">2.4.2</a> Warning	
	<a href="#">2.4.3</a> Denial	
2.5	Credit Hour Completion Requirements	9
	<a href="#">2.5.1</a> Full-Time Enrollment	
	<a href="#">2.5.2</a> Less than Full-Time Enrollment	
	<a href="#">2.5.3</a> Evaluation Period	
	<a href="#">2.5.4</a> Not for Credit Courses	
	<a href="#">2.5.5</a> Warning/Denial	
	<a href="#">2.5.6</a> Denial of Financial Aid Funds	
2.6	Pace Towards Degree & Maximum Time Frame Requirements	10
	<a href="#">2.6.1</a> Pace Towards Degree – Credit Completion	
	<a href="#">2.6.2</a> Maximum Time Frame (MTF) – (First Bachelor’s degree)	
	<a href="#">2.6.3</a> Summer Session Enrollment	
	<a href="#">2.6.4</a> Denial of Financial Aid Funds/Successful Appeal	
	<a href="#">2.6.5</a> Washington State Need Grant	
3.0	Post-Baccalaureate Students	12
	<a href="#">3.1</a> Overview	
	<a href="#">3.2</a> Credit Hour Requirements	
	<a href="#">3.3</a> Grade Point Average Deficiencies	
	3.4 Pace To Degree & Maximum Time Frame Limit Requirements .	
	<a href="#">3.4.1</a> Pace Towards Degree – Credit Completion	
	<a href="#">3.4.2</a> Maximum Time Frame	
	<a href="#">3.4.3</a> Denial of Financial Aid Funds/Successful Appeal	

4.0	Graduate/ Professional Students	14
<a href="#">4.1</a>	Overview	
<a href="#">4.2</a>	Grade Point Average & Minimum Credit Hour Requirements	
<a href="#">4.2.1</a>	Denial of Financial Aid Funds/Successful Appeal	
<a href="#">4.3</a>	Graduate Student Maximum Time Frame Limits	15
<a href="#">4.3.1</a>	Master's Degree Candidates	
<a href="#">4.3.2</a>	Doctoral Degree Candidates who have a Master's Degree	
<a href="#">4.3.3</a>	Doctoral Degree Candidates who do not have a Master's Degree	
<a href="#">4.3.4</a>	Pharmacy and Veterinary Medicine Students	16
5.0	SAP Appeal Process	17
<a href="#">5.1</a>	Overview .	
<a href="#">5.2</a>	Appeal Instructions	
<a href="#">5.2.1</a>	Letter of Explanation	
<a href="#">5.2.2</a>	Submit Supporting Documentation	18
<a href="#">5.2.3</a>	Submitting Your Appeal	
<a href="#">5.2.4</a>	Appeal Process/Results	19
6.0	Other Academic Policies	20
6.1	University Reinstatement	
<a href="#">6.1.1</a>	Rules 38, 39	
<a href="#">6.1.2</a>	Notification	
<a href="#">6.2</a>	More Information	

# Chapter 1

## Overview

### 1.1 - Introduction

When students accept financial aid, they also accept responsibility for making Satisfactory Academic Progress (note: the abbreviation SAP will be used interchangeably throughout the document). This progress is based on the number of credits students enroll in per semester, their term and cumulative grade point average(s) as well as the length of enrollment at Washington State University in addition to any transfer courses accepted by the university.

*Please read all this information carefully. You are responsible for understanding these requirements.*

- *Federal regulations stipulate that a student's SAP is monitored even if they are not receiving federal student aid.*
- *Students who are reinstated to the University are still required to submit an appeal and a copy of their reinstatement conditions to our office.*
  - Please note: If a student has been reinstated by the University, it does not mean that the student's appeal with the Office of Financial Aid and Scholarships will be approved.

If you have any questions or concerns regarding the requirements as described in this handbook, contact the Office of Financial Aid and Scholarships

### 1.2 - What is SAP?

Federal and state financial aid regulations require that recipients of federal and state aid make Satisfactory Academic Progress toward the completion of a degree. Therefore, Washington State University student aid recipients, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and making satisfactory progress in their degree program. The SAP policy must be as strict as, or stricter, than the university's academic progress policy. The SAP policy is reviewed on an annual basis and if policy changes are made, they will then be updated.

## Chapter 2

# Undergraduates

### 2.1 - Introduction

Students applying for financial assistance must be in compliance with the SAP Policies as a condition of initial or continuing eligibility.

- Financial aid will be denied to students who fail to maintain progress under the SAP Policy. (GPA, MTF, Credit Hours)
- At the end of each term, a review will be made to ensure compliance with the grade point average (GPA), maximum time frame limit, and minimum credit hour requirements of the policy.
- First-time or returning aid applicants who have previously attended WSU must also be in compliance with the policy even though aid has not been received during periods of prior attendance.

### 2.2 - Notification

- Notices of deficiency will be posted at the end of each term on zzusis to notify those students who failed to meet the SAP standards.
- Depending upon the severity of the deficiency, financial aid may be withheld.
- Deficiency notifications are based on information that is subject to change or correction. Therefore, it is the responsibility of students who have been notified of a deficiency to document any corrections to information (such as grade changes, consortium credits, etc.) used to determine their status.
- Also, because of the limited amount of time between terms, a complete review of all aid recipients' status may not be possible before the beginning of the next term.
- Any aid released to a student who is subsequently determined to be ineligible under the rules for SAP will be returned and the student will be billed.

## 2.3 - General Policies

### 2.3.1 - Academic Deficiency Rule 43

Courses which have been omitted from the transcript record under Academic Deficiency Rule 43 are not automatically disregarded for purposes of determining financial aid satisfactory progress.

### 2.3.2 - Maximum Time Frame Limits

- All terms, including summer, Running Start credits, Advanced Placement (AP), or IB credits in which a student is enrolled count toward the maximum time frame and minimum credit hours completed requirement, **even if the student completely withdraws from the University.**
- Terms of enrollment in which no aid is received will count towards the maximum time frame limit. This includes transfer credit hours for which no aid was received as well as Running Start credits, Advanced Placement (AP), or IB credits.

### 2.3.3 - Remedial Courses

Not more than 3 remedial courses may be taken in one academic year. Examples of remedial courses are Math 90, Math 91, and Math 99.

### 2.3.4 - Repeat Courses

- Courses count once in the calculation of minimum hours completed. Therefore, a repeat of an “A”, “B”, “C”, “Pass”, or “S” will not count as additional credits unless otherwise noted in the WSU Time Schedule.
- Students repeating a course in which an “I” or “X” was previously received will not be funded.
- Students repeating courses in which a “C-” or below was received can only repeat the course once and be eligible for funding for that course.
- Students repeating previously withdrawn “W” courses are only eligible for funding one additional time for that course.

### 2.3.5 - Satisfactory Course Completion

Course Grades

Satisfactory completion “A”, “B”, “C”, “D”, “Pass”, “S”

Unsatisfactory completion “F”, “W”, “X”, “I”

### 2.3.6 - Audited Courses

Audited courses do not count towards the release of a student’s financial aid nor in the calculation of completed credit hours for SAP purposes.

### 2.3.7 - Endorsements

Students working only on endorsements are not eligible for funding.

## 2.4 G.P.A. - Deficiency Regulations

### 2.4.1 - Requirements

Academic standing policies require that all students maintain a 2.0 cumulative/term G.P.A.

### 2.4.2 - Warning

After any term of enrollment, students below a 2.0 cumulative/term G.P.A. for the first time will receive a warning notice (Form 3R).

### 2.4.3 - Denial

- After any two terms of enrollment with a cumulative/term G.P.A. below 2.0, the student will be denied further financial aid until the student brings themselves back into compliance with a 2.0 or better term and cumulative G.P.A.
- Transfer students must meet the minimum cumulative/term 2.0 G.P.A. requirement for all terms.

## 2.5 - Credit Hour Completion Requirements

### 2.5.1 - Full-Time Enrollment

Students who are enrolled in 12 or more credit hours are considered to be full-time. To maintain Satisfactory Academic Progress, a full-time student must complete a minimum of 12 credits.

### 2.5.2 - Less than Full-Time Enrollment

Students who are enrolled in less than a full-time basis must complete minimum credits according to the following schedule.

<u>Credits Enrolled</u>	<u>Credits That Must Be Completed</u>
• 9–11 Credits	Must Complete a minimum of 9 credits
• 6–8 Credits	Must Complete a minimum of 6 credits
• 5 or Less Credits	Must Complete all credits attempted

### 2.5.3 - Evaluation Period

Evaluation of credit hour requirements is performed at the end of each term of enrollment.

### 2.5.4 - Not for Credit Courses

Not for credit courses (for example, **Math 91**, **Math 92**, **Math 99**, **Math 100**, **Math 101**, and **English 103**) will count toward minimum credit hours completed (not for credit and remedial courses will only be counted for one academic year). Remedial credits are monitored by the SAP system.

## 2.5 - Credit Hour Completion Requirements (cont.)

### 2.5.5 - Warning/Denial

If you fail to make satisfactory academic progress during any term, you will be placed on a one-term warning status or may have your aid denied. The following criteria is used to determine your status:

#### Warning Status

Warning status occurs when students fail to complete the minimum number of hours required, based on their individual enrollment. Students are allowed one warning term to complete the minimum credit hours that are needed in order to get back into compliance.

Credits enrolled in:	Placed on warning if completed only:
• 6 credits	3–5 credits
• 7 credits	3–5 credits
• 8 credits	3–5 credits
• 9 credits	5–8 credits
• 10 credits	5–8 credits
• 11 credits	5–8 credits
• 12 credits or more	6–11 credits

### 2.5.6 - Denial of Financial Aid Funds

- Denial of financial aid funds occurs when students fail to complete the minimum number of hours required during a warning term or students fail to complete at least 50% of the minimum number of hours required based on individual enrollment.
- If a student successfully appeals and is placed on an academic plan (contract), the student is considered to be in a probation status.

## 2.6 – Pace Towards Degree & Maximum Time Frame Requirements

### 2.6.1 – Pace Towards Degree – Credit Completion

To be eligible for financial aid, you must complete at least 67 percent of your overall attempted credits, which includes any additional credits transferred to WSU. This is the minimum rate needed to complete a degree within the 150 percent maximum eligibility time frame (see 2.6.2d below).

If you drop below the cumulative 67 percent completion rate you will be placed on “warning” status and have one term to bring your completion rate above 67 percent before losing your eligibility for aid. Please see [Examples 1 and 2 below](#).

If you are still below the cumulative 67 percent completion rate at the end of the warning term your financial aid will be suspended. You may regain your eligibility for aid if you successfully appeal or complete a term on your own and are no longer in suspension status.

Example 1: Student **attempted** 18 credit hours and **completed** and **earned** 9 credit hours.

- Since the student completed only 50% of the credit hours attempted the student will be placed on warning status for their next term of enrollment.
- In their next term the student **attempts** 15 credit hours and **completes** and **earns** 12 credit hours. The student has only completed 64% of their attempted credit hours ( $21/33 = 64\%$ ) and therefore would be placed on suspension and no longer qualify for aid.

Example 2: Student **attempted** 15 credit hours and **completed** and **earned** 9 credit hours.

- Since the student completed 60% of attempted credit hours, they would be placed on warning status for their next term of enrollment.
- The next term the student **attempts** 15 credit hours and **completes** and **earns** 12 credit hours. Since the student has completed 70% ( $21/30$ ) of their attempted hours they are no longer on warning status.

#### Term – Pace

If you fail to complete 50% of your attempted credit hours in your most recent term of enrollment, you will be placed in a denial status and will have to appeal for future financial aid.

### 2.6.2 - Maximum Time Frame (MTF) – (First Bachelor’s degree)

Students not completing their degrees within the maximum time limit, as described below are not considered to be making satisfactory academic progress toward their degree.

Double degrees or majors will not justify exceeding the maximum time frame limit.

Additionally, a change of major or other outside factors are not considered justification for exceeding these limits.

Students will be allowed a maximum of 180 attempted credits in which to complete their first bachelor’s degree. Aid will be denied to students who have not completed their degree within the 180 attempted credits. This is monitored on a term by term basis.

### 2.6.2 - Maximum Time Frame (MTF) – (First Bachelor’s degree) (cont.)

- a. All terms of enrollment at WSU as well as any transfer credit hours count toward the maximum time frame limit. (i.e. Running Start credits, Advanced Placement (AP), or IB credits.)
- b. Terms in which no aid is received will count if the student is enrolled after the first day of classes.
- c. If it is determined that the student has completed the requirements for a degree, regardless of whether the student has applied to receive the degree, the student will no longer be eligible for financial aid for that degree.
- d. **If it is determined that a student has achieved 150% of the program requirements for a bachelor’s degree they are no longer eligible for financial aid and would have to file an appeal.**

*Example: 120 credits is considered standard time for completing your first degree. A student is considered to be at the 150% threshold once they reach 180 credits. This is regardless of:*

1. **How many times a student changes majors;**
2. **How many transfer credits, AP credits, or Running Start credits a student has earned;**
3. **Whether or not a student is pursuing a double degree, double major, or double minor;**

**This section does not apply to a student who has finished and graduated with one bachelor degree and is pursuing a second. The requirements for this situation are outlined under the Post-Baccalaureate, Chapter 3 of this handbook.**

### 2.6.3 - Summer Session Enrollment

Enrollment in summer session will count toward the maximum time frame, pace to degree, cumulative grade point average, and term credit hour requirements.

### 2.6.4 – Denial of Financial Aid Funds/Successful Appeal

If a student successfully appeals and is placed on an academic plan (contract), the student is considered to be in a probation status.

### 2.6.5 - Washington State Need Grant

An otherwise eligible student may receive a Washington State Need Grant for a maximum of five years (ten full-time equivalent terms). The Washington State Higher Education Coordinating Board (HECB) monitors the number of terms each student receives the State Need Grant at each college or university the student has attended.

## Chapter 3

# Post-Baccalaureate Students

### 3.1 - Overview

The Satisfactory Academic Progress standards for Post-Baccalaureate or Second-Degree seeking students (classified by the University as 5B) and students pursuing their Teaching Certificate (classified by the University as 5C) are similar to that of an undergraduate student but there are some key differences. The following sections will outline the requirements to ensure Post- Baccalaureate students maintain Satisfactory Academic Progress compliance.

### 3.2 - Credit Hour Requirements

Post-baccalaureate students have the same minimum credit hour requirements as undergraduate students. However, as post-baccalaureate students typically receive limited types of aid – it rarely represents an issue. If you are receiving financial aid and wish to take less than full-time, you should contact the Office of Financial Aid and Scholarships for more information.

### 3.3 - Grade Point Average Deficiencies

Students enrolled for the purpose of earning a second bachelor's degree (Classification 5B) or a Teaching Certification (Classification 5C) must maintain a cumulative/term Grade Point Average (G.P.A.) of at least 2.0 for all terms of enrollment.

### 3.4 – Pace to Degree & Maximum Time Frame Limit Requirements

#### 3.4.1 – Pace Towards Degree – Credit Completion

To be eligible for financial aid, you must complete at least 67 percent of your overall attempted credits.

If you drop below the cumulative 67 percent completion rate you will be placed on “warning” status and have one term to bring your completion rate above 67 percent before losing your eligibility for aid. Please see [Examples 1 and 2 below](#).

If you are still below the cumulative 67 percent completion rate at the end of the warning term your financial aid will be suspended. You may regain your eligibility for aid if you successfully appeal or complete a term on your own and are no longer in suspension status.

### 3.4.1 – Pace Towards Degree – Credit Completion (cont.)

Example 1: Student **attempted** 18 credit hours and **completed** and **earned** 9 credit hours.

- Since the student completed only 50% of the credit hours attempted they will be placed on warning status for their next term of enrollment.
- In their next term the student **attempts** 15 credit hours and **completes** and **earns** 12 credit hours. The student has only completed 64% of their attempted credit hours ( $21/33 = 64\%$ ) and therefore would be placed on suspension and no longer qualify for aid.

Example 2: Student **attempted** 15 credit hours and **completed** and **earned** 9 credit hours.

- Since the student completed 60% of attempted credit hours, they would be placed on warning status for their next term of enrollment.
- The next term the student **attempts** 15 credit hours and **completes** and **earns** 12 credit hours. Since the student has completed 70% ( $21/30$ ) of their attempted hours they are no longer on warning status.

### 3.4.2 – Maximum Time Frame

Students who have earned an undergraduate degree and who are pursuing a second undergraduate degree (Classification 5B) or teacher certification (Classification 5C) must complete their degree or certification within 90 attempted credit hours.

### 3.4.3 - Denial of Financial Aid Funds/Successful Appeal

- Students who are not on pace to complete their second degree or exceed the maximum time frame limits will be denied financial aid.  
This maximum time frame calculation is based on all attempted credits as a second-degree or certification student, whether or not aid is received during any of the terms.
- If a student successfully appeals and is placed on an academic plan (contract), the student is considered to be in a probation status.

## Chapter 4

# Graduate/ Professional Students

### 4.1 - Overview

The Washington State University's Satisfactory Academic Progress (SAP) policy only monitors the maximum time frame component. The following section will discuss in detail those requirements that must be met for continued financial aid.

### 4.2 - Grade Point Average & Minimum Credit Hour Requirements

The Satisfactory Academic Progress policy does not monitor the Grade Point Average (G.P.A.) nor minimum credit hours for graduate and professional students. Students should refer to their academic department guidelines for their individual credit and grade expectations.

- Please keep in mind that graduate students must be enrolled in at least half-time status (i.e. 5 credits) in order to be eligible for financial aid funding during the academic year. During summer sessions, students must enroll in a minimum of 3 credits. These are federal guidelines, not a Satisfactory Academic Progress guideline.

#### 4.2.1 - Denial of Financial Aid Funds/Successful Appeal

- Students who exceed the maximum time frame limits will be denied financial aid. This maximum time frame calculation is based on all terms of enrollment as a second-degree or certification student, whether or not aid is received during any of the terms.
- If a student successfully appeals and is placed on an academic plan (contract), the student is considered to be in a probation status.

## 4.3 - Graduate Student Maximum Time Frame Limits

Maximum Time Frame is the only restriction placed on Professional and Graduate students. The requirements outlined below must be met to continue receiving financial aid.

### 4.3.1 - Master's Degree Candidates

#### **Terms**

- Master's degree candidates have a maximum time frame limit of three years (6 full-time terms).

#### **Less Than Full-Time**

- Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

#### **Time Limit**

- The maximum time frame calculation is based on all terms of enrollment as a master's degree student whether or not aid was received in each term.
- Enrollment for summer credit hours is also calculated in to the maximum time limit for receiving a master's degree.
- Additional semesters are not allowed for subsequent master's programs.

### 4.3.2 - Doctoral Degree Candidates who have a Master's Degree

#### **Terms**

- Students in a doctoral degree program who have a master's degree must complete their degrees within five years (10 full-time terms).

#### **Less Than Full-Time**

- Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

#### **Time Limit**

- The maximum time frame limit calculation is based on all terms of enrollment as a doctoral degree student whether or not aid is received during any of the terms.
- Enrollment for summer credit hours is also calculated in to the maximum time limit for students in a doctoral degree program who have a master's degree.

### 4.3.3 - Doctoral Degree Candidates who do not have a Master's Degree

#### **Terms**

- Doctoral degree students who have not earned a master's degree must complete their degree within eight years (16 full-time terms).

#### **Less Than Full-Time**

- Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

#### **Time Limit**

- The maximum time frame limit calculation is based on all terms of enrollment as a doctoral degree student whether or not aid is received during any of the terms.
- Enrollment for summer credit hours is also calculated in to the maximum time limit for students in a doctoral degree program who do not have a master's degree.

### 4.3.4 - Pharmacy and Veterinary Medicine Students

**Terms**

- Pharmacy and Veterinary Medicine students must complete their degree within five years (10 full-time terms).

**Less Than Full-Time**

- Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

**Time Limit**

- The maximum time limit calculations are based on all terms of enrollment as a pharmacy or veterinary medicine student whether or not aid is received during any of the terms.
- Enrollment for summer credit hours is also calculated in to the maximum time limit for students in a pharmacy or veterinary medicine degree program.

## 4.4 - Graduate Certificate Students

### 4.4.1 - Graduate Certificate Specific Rules

Graduate Certificate programs are not eligible for federal financial aid.

## Chapter 5

# SAP Appeal Process

### 5.1 - Overview

You have the right to appeal the denial of financial aid. ***Appeals will not be reviewed for any student who is not a FAFSA filer and is seeking a loan from a private lender.*** A list of private lenders who do not monitor academic progress is available on our website (<http://www.finaid.wsu.edu>). Filing an appeal is not a guarantee of approval of financial aid.

- a. The appeal must be submitted **no later than the eighth week of the term** for which you are enrolled or it will not be reviewed and will be denied. Appeals will not be reviewed until all requested information has been received. Deadlines for submitting requested additional information will be set and if not received by the due date the student's appeal will be denied.
- b. All infractions must be appealed to the Financial Aid Satisfactory Academic Progress Appeals Committee. Students who fail an academic plan must file an online written appeal (<http://finaid.wsu.edu/sap.html>).
- c. Students who have failed 2 or more academic plans are not eligible to file an appeal until they are in compliance with the SAP policy. Only under extreme circumstances will an appeal be accepted for review. (*Examples of these circumstances are: a death of an immediate family member or a medical emergency, such as a surgery or the hospitalization of the student or immediate family member.*) Review of the appeal is not a guarantee of approval and academic plan.

### 5.2 - Appeal Instructions

Your appeal will need to contain several items. They are listed below. These are to be submitted according to the instructions enumerated in the following section.

#### 5.2.1 Letter of Explanation

- a. You'll need to explain the circumstances surrounding your deficiency. How were these factors out of your control?
- b. You'll need to explain the steps that you have taken to resolve these issues and explain how your situation has changed to allow you to satisfy the requirements as set forth by the university's Financial Aid Satisfactory Academic Progress standards.
- c. You'll need to list the classes that you are enrolled in or if you are not enrolled, you will need to list the courses which you plan to take.
- d. You'll also need to give your anticipated graduation date, if your deficiency is related to the maximum time frame rule.

### 5.2.2 - Submit Supporting Documentation

You'll need to provide documentation for each factor noted as influencing your academics. Please note that providing documentation does not guarantee your appeal will be approved.

1. If the reason for the appeal is due to a medical condition, you must supply a letter from your health care provider stating whether or not they feel you are well enough to return to your academic program. ***Do not, under any circumstances, submit your medical records as documentation.***
2. If the reason is due to exceeding the maximum time frame limit as set forth in the university's satisfactory academic progress policy, you must submit documentation from your academic adviser confirming your graduation date and courses required. If you are seeking two majors, documentation must come from both advisors.

### 5.2.3 - Submitting Your Appeal

The Satisfactory Academic Progress (SAP) appeal process is completed online. The appeal is located at <http://finaid.wsu.edu/sap.html>. You can complete this form entirely online or you can complete the form as an editable portable document format (PDF). This form will need to be completed in a PDF reader, printed, and delivered to our office (i.e. mail, fax, scanned and emailed, or in-person).

- Your appeal must be submitted no later than the eighth week of the term for which you are currently enrolled or it may not be reviewed or automatically be denied. Appeals will not be reviewed until all requested information has been received.
- The Satisfactory Academic Progress Committee will notify you by email or letter if any additional information is required. You must provide your email address in your appeal. Deadlines for submitting requested additional information will be set and if not received by the due date the student's appeal will be denied.
- Appeals that are handwritten or completed outside of the forms available on the website will not be reviewed unless sufficient justification is given as to why the form could not be typed.

## 5.2.4 - Appeal Process/Results

### Review

The SAP Committee will review your appeal for reinstatement of aid.

- The committee will review your individual situation, assessing your current and previous academic performance as well as any documentation submitted to determine whether there **is significant justification to warrant an amendment to the existing SAP Policy for your individual circumstance.**
- **It is important to understand that students submitting appeals have had their financial aid denied.**
- **The appeal process is a request for an exception to the SAP policy. Not all circumstances will warrant an exception to the SAP policy.**

### Notification

You will be notified by mail or email of the committee's decision. You can also check your to-do list on zzusis as it will reflect a change in your status as well.

### Appeal Approved

1. If your appeal is approved, you will be sent an academic plan (contract) stating the conditions you must meet by the end of the term to retain eligibility.
2. You must sign and return the academic plan.
3. Your financial aid will be held until the signed academic plan is returned.
4. If the academic plan is not returned within two weeks and your aid has already been delivered, the aid will be cancelled and a bill will be created.

### Appeal Denied

- If your appeal is not approved, you will not receive financial aid until you have met the SAP requirements as listed elsewhere.
- All decisions of the SAP Committee are FINAL.

### Regaining Eligibility

A student may file a new appeal after one of the following has occurred.

- The student has brought themselves back into compliance with the SAP policy by funding themselves.
- The student has made sufficient academic progress on their own by funding themselves to warrant another review by the SAP committee.

### Other Policies

- If a student completes the online written appeal process and their financial aid is denied, and have extenuating circumstances that **were not addressed in the original written appeal**, they may submit documentation detailing these circumstances. Being allowed to do this does not guarantee approval of the appeal.

## Chapter 6

### Other Academic Policies

#### 6.1 - University Reinstatement

##### 6.1.1 - Rules 38, 39

Students who are deficient under Rule 38 or 39 (as listed in the University's General Catalog) must also have approval for reinstatement certified by the Center for Advising and Career Development (CACD) or their local campus.

- **Please note: Reinstatement by the Center for Advising and Career Development (CACD) or their local campus, is not the same as reinstatement from the Office of Student Financial Aid.**

##### 6.1.2 - Notification

You may be requested to submit a copy of your reinstatement conditions to the Office of Financial Aid and Scholarships along with your SAP Appeal.

#### 6.2 - More Information

For further details regarding the University Academic and Reinstatement Policies, please contact the Center for Advising and Career Development or the review the current University Catalog.