The Office of Financial Aid allows students who are placed on financial aid suspension the right to appeal, if there were extenuating circumstances\(^1\) that contributed to your failure to meet Satisfactory Academic Progress. Please remember to include in your written appeal reasons that specifically address:

1. Why you failed to meet SAP?
2. What has changed?
3. Plan of Action: How you plan to meet SAP at the end of the semester?

*All appeals should include qualifying* documentation (see checklist). *Appeals without supporting documentation will be denied.*

- Attend SAP Workshop I
- Written Statement
- Qualifying Supporting Documentation, (i.e., third party documentation such as, medical record (hospitalization, serious injury/illness), death certificate/obituary indicating relationship to deceased (must be immediate family member), letter from physician/lawyer or university official).

**Notification of Decision**

Upon completion of SAP Workshop I, the Financial Aid committee will send notification of a decision via email to your BSU email address, within 7-10 business days from the completion date *if* all required documents have been submitted prior to the deadline.

You are responsible to satisfy any balance owed to the university. Should your appeal be approved, you will be required to complete a Financial Aid Academic Plan and your financial aid will be reinstated for the Fall semester only. Failure to adhere to the plan, may result in loss of financial aid for the next semester.

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\(^1\) Extenuating Circumstances defined as environmental conditions outside of students’ control (i.e., death in immediate family, illness, hospitalization).
Satisfactory Academic Progress Appeal Form

Student Name: _________________________  SSN or Student ID #:___________________

Address ___________________________  Anticipated Graduation Date: ________________

                      ___________________________________________  Ph:__________________________

                       ___________________________________________  BSU Email ______________________

Appeal Check List:

➤ Attend SAP Workshop I
➤ Written Statement
➤ Qualifying Supporting Documentation, (i.e., third party documentation such as, medical record (hospitalization, serious injury/illness), death certificate/obituary indicating relationship to deceased (must be immediate family member), letter from physician/lawyer or university official).

By signing below I affirm that all information is complete and accurate.

________________________________________             ________________
Student Signature                                          Date

FINANCIAL AID OFFICIAL USE ONLY

________________________________________             ________________
Financial Literacy Coordinator Signature                  Date
(Ms. Erin Wilkerson)