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Satisfactory Academic Progress (SAP) Appeal Instructions

NAME _____ AU ID _____

Follow the instructions for the section (A, B or C) in your notification email and review the AU Satisfactory Academic Progress (SAP) policy located at aid.andersonuniversity.edu/policies.

SECTION A: Suspension for Failing to Meet Minimum Completion Rate and/or Grade Point Average (GPA)

You have the option to pay for classes out-of-pocket until you have reestablished eligibility under the SAP standards, or if you have **documented extenuating circumstances** you may submit an appeal. To appeal, you must:

1. Provide a letter addressed to the Financial Aid Appeals Committee describing in detail the circumstances that prevented you from meeting the SAP policy. Explain how the circumstances affected you academically, how you resolved your issues and how you will now be able to meet satisfactory academic progress requirements in future semesters.
2. Explain and document why you were not able to be successful in previous semesters. You must provide explanations and documentation of extenuating circumstances for **all** semesters in which you did not meet the SAP requirements. Refer to the SAP policy for examples of acceptable extenuating circumstances and acceptable documentation. If a professor is familiar with your circumstances, you may also obtain a signed statement from the professor to include with your appeal packet.

SECTION B: Suspension for Length of Eligibility (*Attempted maximum number of credit hours*)

1. Provide a letter addressed to the Financial Aid Appeals Committee explaining why you have attempted more credit hours than is required to complete your program. Be specific and explain all program changes at AU, explain any hours transferred from another college or university, and explain your future academic plans.
2. Submit an academic plan that details the requirements you must meet to ensure SAP standards are met by a specific time or to ensure you graduate. You should include a semester-by-semester outline of the remaining courses needed to graduate and an anticipated graduation date. Your academic advisor must sign this outline.

SECTION C: Suspension for Failing to Meet Probation Stipulations of Academic Plan

Before you may submit another appeal, you must register for and complete at least six credit hours without financial aid. Exceptions to this policy will only be allowed if you encountered some type of extenuating circumstances during the probationary period that hindered you from meeting the stipulations.

_____ Check here if you successfully completed a semester at AU with at least 6 credit hours, 100% completion rate, and at least a 2.0 semester GPA (undergraduate) or the GPA required for graduation for your program/discipline (graduate). You may submit this form without providing additional documentation.

If you have extenuating circumstances and wish to appeal, you must:

1. Provide a letter addressed to the Financial Aid Appeals Committee describing in detail the circumstances that prevented you from meeting the required stipulations. Explain how the circumstances affected you academically, how you resolved your issues, and how you will now be able to meet satisfactory academic progress requirements in future semesters.
2. Explain and document why you were not able to meet the appeal probation stipulations. You must provide explanations and documentation of extenuating circumstances for the probation period in which you did not meet the stipulations set forth by the Financial Aid Appeals Committee. Refer to the SAP policy for examples of acceptable extenuating circumstances and acceptable documentation. If a professor is familiar with your circumstances, you may also obtain a signed statement from the professor to include with your appeal packet.

Student Certification: *I have reviewed the AU Satisfactory Academic Progress (SAP) policy. I am providing complete and accurate appeal information. I understand the Financial Aid Appeals Committee will not follow-up for missing or incomplete information. I have reviewed my appeal request and have attached all documentation specific to my appeal.*

Student Signature

Date