



### **Satisfactory Academic Progress Appeal for Federal Financial Aid**

You have been put on Federal Aid Suspension for failing to maintain SAP standards (Satisfactory Academic Progress) and are not eligible to receive federal aid at this time.

#### **What are the SAP standards?**

**Good grades:** Maintain a minimum cumulative GPA of a 2.0 (undergraduate students) or 3.0 (graduate and doctoral students)

**Completing courses:** Earn a passing grade for 66.67% of all attempted courses

**Graduate on time:** Complete your academic program before you have attempted 150% of your program's required hours.

Ex. If your program required 120 hours, you would have to finish the program before attempting 180 hours (120 x 150%).

#### **How do I meet SAP and regain eligibility?**

To regain your federal aid eligibility, you have two options:

- 1) Continue your enrollment and improve your academic performance until you are meeting SAP requirements, but you cannot receive federal aid during this time and not until we officially measure your progress again,
- 2) BUT, if you had a documented extenuating circumstance, you can submit an appeal to regain your eligibility. If your appeal is approved, you can receive federal aid while you work to meet academic requirements.

#### **I want to appeal. What do I do?**

If you can document an extenuating circumstance that kept you from meeting academic requirements, complete the form on the following pages and turn in all required items. Do not submit an incomplete application!

Send your Satisfactory Academic Progress Appeal & supporting documentation to the Student Financial Services Department. Contact us with any questions 314-392-2366 or [sfs@mobap.edu](mailto:sfs@mobap.edu).

#### **Does SAP Suspension mean I can't attend MBU?**

No! SAP Suspension is not the same as Academic suspension. If you have been Academically suspended from Missouri Baptist University, this SAP appeal will not result in an academic reinstatement. A separate appeal process is necessary. Contact the Office of the Provost for more information on reinstatement to your program of study if you were notified that you have been placed on Academic suspension.

#### **How is my appeal reviewed?**

Requests for SAP Appeals will be evaluated based on the following guidelines:

1. Appeals will be thoroughly reviewed by the Financial Aid Committee.
2. The committee will consider the relevance of your documentation, your past academic history, and attendance records when deciding. If your appeal is turned in after you start attending another semester, that semester's information could also be reviewed by the committee.
3. Each appeal will be considered on a case-by-case basis. Decisions will be made based on government regulations and individual circumstances.
4. All decisions are final. An appeal can only be approved once. If an appeal is granted, a second appeal application cannot be submitted if a student becomes ineligible again, even if ineligibility occurs for failing a criteria different than that for which the student was first made ineligible.
5. Appeals are reviewed monthly, however the committee's schedule to meet will be determined by the availability of committee members each semester.
6. Decisions regarding SAP Appeals will be communicated to the student at their school email address within 5 business days of any decision being made. Denials will also be emailed to the student's address on file.

## STEP 1: Student Information

Name \_\_\_\_\_ MBU Student ID# \_\_\_\_\_ Phone Number \_\_\_\_\_

## STEP 2: Options to Appeal

Check all that apply and read the instructions to understand how you can appeal.

- Cumulative GPA below 2.0** (undergraduate students) **or a 3.0** (for graduate and doctoral students):  
You currently have a cumulative grade point average (GPA) below the requirement listed above. You feel that you have unusual circumstances that can be documented and explained. You can use Option 1 or 2 below.
- Course Completion Rate:**  
Having not successfully passed at least 66.67% of the courses you have attempted, you currently have a cumulative completion rate below the required standards. You feel you have unusual circumstances that can be documented and explained. You MUST use Option 2 below.
- Time frame:**  
For the academic program you are pursuing, you have attempted too many credits without completing the program. This is calculated by multiplying the hours for your program by 1.5 (150%). You feel you have an unusual circumstance that can be documented and explained. You MUST use Option 3 below.

I am choosing from the following appeal options:

- Option 1 – Appeal to be on probation for one semester.*

This option is available if you are only on suspension for GPA reasons. By appealing, you will seek to extend your eligibility by one semester and are committing to meeting the GPA requirement by the end of that semester. You do not have to submit an Academic Plan with your appeal, but you are encouraged to verify that it is possible to reach the GPA requirement in one term.

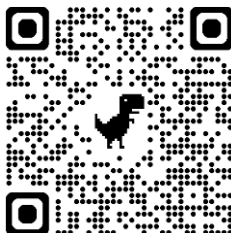
- Option 2 – Follow an academic plan for the full year.*

This option is available to all students. It is recommended for students who need more than one semester to raise your GPA, but it is required for any student who is also not meeting completion rate requirements. By appealing, you commit to following an Academic Plan that will demonstrate mathematically how you will achieve academic requirements (SAP) by the end of one academic year. At the end of each term, you will be reviewed to verify you are making progress towards your plan. Any student not making progress will have their suspension reinstated immediately.

- Option 3 – Confirm the courses required for you to complete your degree.*

Work with your academic advisor to complete a Timetable for Degree Completion form, which will be given to the Director of Records. If the Director of Records verifies you can complete your degree on time, your appeal will be reviewed by the committee. If your appeal is approved but you deviate from the plan put forth, you will immediately be put back on suspension.

Copies of the “Academic Plan” or “Timetable for Degree Completion” forms can be downloaded on our website using the following QR Code:



### IMPORTANT:

**If your appeal is approved with either an Academic Plan or Timetable for Degree Completion, you cannot change your enrollment from the courses put forth on those documents without first appealing to the Financial Aid Committee.**

### STEP 3: Reason for Appeal

Students must have had extenuating circumstances that directly impacted their ability to maintain academic progress. If you have/had a special circumstance that clearly relates to the semesters where you showed academic decline, you can appeal your suspension. If you did not have an extenuating circumstance, you cannot submit an appeal.

*The following are not extenuating circumstances:*

*College was harder than you imagined, you did not manage your time well, you did not learn well from a particular instructor, your roommate(s) disturbed your studies, etc.*

What is your extenuating circumstance

**Severe illness, medical condition or injury**

If a medical problem contributed to the failure to maintain academic progress, attach documentation from a medical professional from whom you have received advice and/or treatment. Documentation should verify the issues and dates.

**Death of family member or a close friend**

Attach appropriate copies of medical records, death certificate, obituary, etc.

**Traumatic life-altering event such as fire, tornado, etc.**

Attach evidence of event, such as an insurance claim or FEMA application.

**Other Circumstances**

Clearly elaborate on the circumstance in your letter (see Step 4) and provide appropriate documentation.

### **All Extenuating Circumstances Must be Documented!**

**I do not have an extenuating circumstance.**

Not all students have extenuating circumstances that explain why they were unable to maintain academic progress, but we still recommend you schedule a meeting to meet with a financial aid counselor. Even if you are unable to appeal, we still want to explain how you can eventually regain your financial aid outside of an appeal. Call (314) 392-2366 or email [sfs@mobap.edu](mailto:sfs@mobap.edu) to schedule a meeting about your appeal.

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### **Request a Second Look**

Though technically not an appeal, you do have the right to question the data we used in suspending you. We will not review the data we used without a reasonable claim about the inaccuracy of the data. Therefore, if you have reviewed your transcript and believe the data is incorrect, it is your responsibility to bring this to our attention with specific examples. Remember, we utilize the Advisor's version of your transcript, which should not include courses inapplicable to your degree program. Within the MyMBU Access Portal, you can click My Transcript.

If you feel there has been an error in our review of your academic record, please call (314) 392-2366 or email [sfs@mobap.edu](mailto:sfs@mobap.edu) to schedule a meeting with our counseling staff.

### STEP 4: Student Appeal Letter

Your appeal must address the circumstances that prevented you from maintaining satisfactory academic progress and the reasons for the basis of this appeal. You must explain:

- 1) what your extenuating circumstances were;
- 2) when these extenuating circumstances occurred;
- 3) how long these extenuating circumstances lasted;
- 4) how your extenuating circumstances specifically affected your ability to complete your coursework;
- 5) what documents you have provided to support your reason for appeal (see Step 3 above);
- 6) how your documentation relates to/supports the extenuating circumstances you dealt with; and
- 7) most importantly, what has changed that will allow you to be meeting SAP within this next year.

You can write your appeal on the following page. It must be legible! Alternatively, you can type your own letter that follows the format of the next page and attach it with your appeal.

1) What were your extenuating circumstances?

2) When did these extenuating circumstances occur?

3) How long did these extenuating circumstances last?

4) Explain how your extenuating circumstances specifically affected your ability to complete your coursework.

5) What documentation are you providing to support your claim that you had extenuating circumstances?  
(see Step 3 above)

6) Explain how the documentation you are providing demonstrates the impact your extenuating circumstances had on your academic work.

7) What has changed that will allow you to be meeting academic progress requirements within this next year?

### STEP 5: Checklist for a Complete Application

Did you complete everything?

- Are you completing the “Academic Plan” document that was provided to you separately?
- Are you completing a “Timetable for Degree Completion” document that was provided to you separately?
- Did you attach copies of documentation supporting your extenuating circumstance from Step 3?
- Are you attaching a copy of your own appeal letter if you did not type one above in Step 4?

Copies of the “Academic Plan” or “Timetable for Degree Completion” forms can be downloaded on our website at:



**All incomplete grades from prior semesters and all transcripts from other institutions must be finalized on your student record with MBU. Your appeal is considered incomplete if you have incomplete grades.**

### STEP 6: Sign This Worksheet

- I certify the information provided on this form and all supporting documents to be true and complete to the best of my knowledge.
- I have read and understood the above information regarding the application and the application process.
- I understand if I am approved and I fail to meet satisfactory academic progress in future semesters, my financial aid could be suspended and there will be no appeal process until I have reached the satisfactory academic standards.
- I understand that this application does not guarantee the reinstatement of my financial aid eligibility.
- I understand should the committee not approve my appeal, I will not be able to receive Federal Title IV aid at Missouri Baptist University until I am meeting academic standards at the next scheduled measurement of academic progress by the school.
- If my appeal involves following an academic plan or timetable for degree completion, I acknowledge that I cannot change my schedule or deviate from what was in my appeal without first getting permission from the Financial Aid Committee!**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Saint Louis MO 63141	EMAIL SFS@mobap.edu	FAX 314-744-5320