

## Satisfactory Academic Progress Appeal for Federal Financial Aid

### Instructions

Failing to meet Satisfactory Academic Progress (SAP) means that a student did not meet one or more of the following criteria:

- Maintain a cumulative GPA of a 2.0 or better
- Earn/complete a grade for 66.67% of all attempted courses (grade must be a D or better to be earned).
  - Grades of F, XF, IP, IN, W, or WF, are not considered earned grades.
- Complete your degree by 150% of your degree program's required hours.
  - Most degrees require 36 hours to qualify for graduation. Students who have 54 attempted hours but have not completed their degree exceed 150%, for example.

Please complete this form to appeal your ineligibility of federal aid. Failure to submit all documentation and follow instructions will result in a delay in the decision or denial of your appeal. If you have any questions, please contact Student Financial Services at 314-392-2366, or [sfs@mobap.edu](mailto:sfs@mobap.edu).

Send your Satisfactory Academic Progress Appeal & supporting documentation to:

Missouri Baptist University  
Attn: Student Financial Services  
One College Park Drive  
Saint Louis, MO 63141

**NOTE:** If you have been academically suspended from Missouri Baptist University, this appeal will not result in an academic reinstatement. A separate appeal process is necessary. Please contact the Office of the Provost for more information on reinstatement to your program of study.

### Our Promise

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

1. All requests will be thoroughly reviewed by the Financial Aid Committee
2. Each request will be considered on a case-by-case basis. Decisions will be made based on government regulations and individual circumstances.
3. Decisions from the committee regarding SAP Appeals will be communicated in writing to the student.

#### STEP 1: Student Information

Name \_\_\_\_\_ SS# or ID# \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## STEP 2: Reason for Financial Aid Suspension

Please check all that apply. "I would like to appeal my financial suspension because..."

Cumulative GPA below 2.0:

I currently have a cumulative grade point average (GPA) below a 2.0 and feel that I have unusual circumstances. I am choosing the following appeal option:

*Option 1:* I am submitting an appeal asking to extend financial aid for one additional semester with an explanation of prior grades and what I will do to achieve a 2.0 by the end of the semester. If I am not maintaining SAP by the end of that semester, I will be placed back on suspension with no additional appeal until I have achieved SAP. *(You are stating that a 2.0 is achievable when choosing this option. It is not the responsibility of the committee to verify your plan will get you to a 2.0).*

*Option 2:* I am submitting an appeal along with an Academic Plan completed with my advisor. This Academic Plan will demonstrate how I will be meeting SAP by a certain timeframe, not to exceed one academic year (ending with a spring semester). At the end of the academic year, I must have achieved SAP. In addition, I understand that I will be reviewed by a representative from Student Financial Services each semester within that period and must be making progress towards my plan.

Course Completion Rate:

I currently have a cumulative completion rate below the required standards (student must successfully complete at least 66.7% of credits attempted) and feel I have unusual circumstances. Therefore, I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I am submitting an appeal along with an Academic Plan completed with my advisor. This Academic Plan will demonstrate how I will be meeting SAP by a certain timeframe, not to exceed one academic year (ending with a spring semester). At the end of the academic year, I must have achieved SAP. In addition, I understand that I will be reviewed by a representative from Student Financial Services each semester within that period and must be making progress towards my plan.

Time Frame:

I have exceeded the maximum 150% credit hour limit (54 credit hours attempted towards my educational program). I have completed and attached a Timetable of Remaining Coursework for Degree Completion along with my advisor, which will be given to the Director of Records. If the Director of Records approves, my appeal will be reviewed. Therefore, I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid.

## STEP 3: Reason for Appeal

Please indicate the mitigating circumstances\* that best apply to the reason you have experienced academic difficulty. You must 1) provide a detailed explanation of the factors contributing to the lack of academic progress and also 2) describe the steps taken to prevent future unsatisfactory academic progress.

Severe illness, medical condition or injury

If a medical problem contributed to the failure to maintain satisfactory academic progress, please attach documentation from a medical professional from whom you have received advice or treatment.

Death of family member or a close friend

Please attach appropriate copies of medical records, death certificate, obituary, etc.

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

Please attach evidence of event such as insurance claim or FEMA application

Other Circumstances \_\_\_\_\_

Please clearly state the circumstance and provide appropriate documentation.

*\*All mitigating circumstances must be documented*

**STEP 4: Student Appeal**

Your appeal must be typed and must answer the following questions:

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

- what the problem was;
- when did the problem occur;
- how long did the problem last;
- how did this problem specifically affect your ability to complete your coursework; and
- the steps you have taken to ensure this problem(s) will not be a factor in your future progress.

List the documents below that you have attached to support your appeal for reinstatement. Please explain how each relates or supports to the circumstance discussed in the questions above.

Academic Plan completed with advisor: # of pages \_\_\_\_\_

Timetable of Remaining Coursework for Degree Completion: # of pages \_\_\_\_\_

*Additional copies for Academic Plans and Timetables are available at [www.mobap.edu/financial-aid/forms](http://www.mobap.edu/financial-aid/forms)*

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**SECTION E: 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 understand if I am approved and I fail to meet satisfactory academic progress in future semesters, there will be no appeal process until I have reached the satisfactory academic standards and will no longer be able to receive Title IV aid at Missouri Baptist University.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**