



SATISFACTORY ACADEMIC PROGRESS APPEAL FORM
(Level 2, Scholarship and Financial Aid Committee)

| | |
|--|--------------------------------|
| NAME: _____ | SID: _____ |
| PHONE: _____ | EMAIL: _____@rams.shepherd.edu |
| Anticipated Graduation Date: _____ | Rank: Undergraduate Graduate |
| Semester which you are requesting financial aid: _____ | Fall Spring Summer |

Step 1: Basis for Appeal to the Scholarship and Financial Aid Committee:

Office of Financial Aid denied Level 1 SAP Appeal, or an Appeal under previous policy

Did not meet SAP standards under previous policy, or after one semester of probation, and/or did not follow my Advisor's *Academic Plan for Progress*

Step 2: Submit an Academic Plan for Progress (APP):

- Submit a Revised or Initial APP, depending on your situation
- The APP MUST be completed with and approved by an Academic Advisor

Step 3: Submit the Student Statement Form, along with supporting documentation:

- Must be submitted on the *Student Statement Form for Level 1 or Level 2 Appeal*
- Handwritten statements, or statements that are not on the Student Statement Form, **will not be accepted**
- Explain why you have yet to achieve satisfactory academic progress
- See *Examples of Extenuating Circumstances and Supporting Documentation*

Step 4: Student Certification: I understand that the Office of Financial Aid will not accept my appeal if it is incomplete or lacks documentation. I am therefore submitting my complete appeal. I certify that all information submitted on this form and all supporting documentation is accurate, true and complete to the best of my knowledge. I understand that any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

Signature

Date

Step 5: Submit the completed appeal to: The Director of Financial Aid, Office of Financial Aid on the ground floor of Gardiner Hall or fax to 304-876-5238 or mail to PO Box 5000, Shepherdstown, WV or email to faoweb@shepherd.edu **no later than the end of the first week of classes of the semester in which you seek financial aid.** **BE PREPARED TO PAY YOUR BILL. Your bill may be due prior to the decision of this appeal.**

Incomplete or late appeals will be denied.

Step 6: You will be notified of the decision of the SFAC. The decision is final. If your appeal is denied, you will not be eligible for any further financial aid until such time that you become compliant with the SAP policy. Neither paying for classes nor sitting out a semester will automatically reinstate your financial aid eligibility.