



Satisfactory Academic Progress Appeal Form

Student Name: _____ **ESU ID #** _____

Student's E-mail: _____ **Date:** _____

The Federal Government requires students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree. ESU evaluates its students for SAP at the end of each spring semester. Students not meeting SAP standards are not eligible to receive Title IV financial aid from federal sources. However, students may appeal this status if there were extenuating circumstances that interfered with their ability to meet SAP standards.

Please note that submission of this form does NOT guarantee an adjustment to your aid.

Is this your first time appealing your SAP?

YES

NO

Appeal Information:

Please indicate below which situation(S) best applies to your circumstances, your appeal should include supporting documentation. Examples of recommended documentation are listed in this form.

Check all circumstances that apply

- Occupational situation
- Unexpected life event
- Current family obligation
- Current health crisis or unexpected illness
- COVID-19
- Other

If other explain here:

Recommended Documentation

- Physician’s letter
- Death certificate
- Medical bill
- Therapist’s letter
- Note from housing
- Letter from advisor/ faculty member

****Incomplete appeals will not be reviewed. ****

Explain your circumstances

Please provide the Appeal Committee a signed explanation of the circumstance that prevented you from maintaining Satisfactory Academic Progress and the reason for the basis of this appeal. *You must submit this form your Statement and it’s supporting documentation to the Office of Financial Aid in Zimbar-Liljenstein Hall - Suite 100 or emailed to fa@esu.edu.*

You must state:

1. What the problem was?
2. When the problem occurred?
3. How long the problem lasted?
4. How this affected your ability to complete your coursework?
5. What are you doing to improve your performance and maintain progress?

Statement of Certification:

I certify that the information included is true and accurate to the best of my knowledge and is not falsely represented. I understand that this request does not guarantee approval and/or may not result in a change to financial aid eligibility. I understand I may be asked to provide additional information.

Student’s Signature: _____ Date: _____

