



SATISFACTORY ACADEMIC PROGRESS 2024-2025 FEDERAL AID APPEAL

STUDENT NAME

STUDENT ID

PREFERRED EMAIL

PHONE NUMBER

GENERAL APPEAL INFORMATION

If your federal financial aid eligibility has been suspended due to not making Satisfactory Academic Progress (SAP) you may appeal if there were *extenuating circumstances* that affected your ability to meet the required SAP standards.

Deadline: The date to submit your appeal will depend on the semester you begin enrollment in the upcoming academic year.

Fall Semester Start: *Priority Deadline:* Wednesday, 07/10/2024 | *Final Deadline:* Tuesday, 09/03/2024

Spring Semester Start: *Priority Deadline:* Wednesday, 12/18/2024 | *Final Deadline:* Tuesday, 01/28/2025

This appeal is for federal aid ONLY and does not apply to the PA State Grant.

PART 1: EXPLANATION OF CIRCUMSTANCES

Provide a written explanation of your extenuating circumstance(s).

1. An extenuating circumstance could be severe personal or family problems, health issues, injury, death of a close relative, adversity due to unforeseen events, etc.. Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework are not extenuating circumstances.
 - a. List the date(s) your extenuating circumstance occurred: From _____ To _____
2. Submit a detailed letter explaining the extenuating circumstances you experienced and why it led to your inability to successfully complete 67% of your overall attempted credits and/or the required cumulative GPA.
 - a. Provide as much detail as possible.
 - b. Include what happened and what has changed.
 - c. Make sure the letter is typed and signed.



PART 2: SUPPORTING DOCUMENTATION

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- a. Official documentation can include records of hospitalization, urgent care, and doctor visits, police reports, copies of obituaries, a death certificate, professor's letter, etc. Official documentation cannot include a letter from a friend or family member.
- a. Each letter must be on official letterhead, signed and include the individual's name, title, telephone number and relationship to the student.

PART 3: ACADEMIC RECOVERY PLAN

Create an Academic Recovery Plan with the help of a Millersville faculty or staff member and initial below.

I have met with my advisor, professor, department chair, a success coach, or a staff member from Academic Advisement to develop a plan that will help me to be successful in future semesters.

We documented this plan on the *SAP Academic Recovery Plan* provided to me, and this