APPEAL FOR STANDARDS
OF SATISFACTORY ACADEMIC PROGRESS

Students may <u>NOT</u> request an exception to fund a semester which has already ended.

Student's Name	ASU Campus ID	Email
Anticipated Graduation Date	**Major/Minor**	**Phone Number**

Following the instructions will expedite the processing of your appeal and provide a better representation of your appeal situation. **<u>Failure</u>** to follow the instructions may result in a delay in the review and/or processing of your appeal. You are ineligible for Financial Aid unless your appeal is approved.

1. Complete the Appeal for Standards of Satisfactory Academic Progress form.

2. Provide a written statement providing details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress. (Examples: Medical, Death, Divorce, Military Services, Exceeding timeframe, Change in Field of Study or Dual Major). Also include in the statement how has your situation(s) changed to allow you to demonstrate SAP? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.).

3. Provide supporting documentation which verifies the written statement. (Example: letter from physician for medical circumstances, obituary for the passing of a loved one, military assignment orders, etc.).

4. It is *required* that the Academic Advisor complete the Degree Summary if you have exceeded maximum time frame (150%) for your degree program. Schedule an appointment with your academic advisor to complete the Degree Summary form, located on the ASU Financial Aid website.

5. Once you have compiled a complete appeal form(s) (Student Form, Written Statement, Supporting Documentation, & Degree Summary, if required), submit your appeal either via e-mail financial.aid@angelo.edu, fax to 325-942-2082, or hand-deliver to the Financial Aid Office located in Hardeman Student Service Center room 101. ***Incomplete appeal forms will not be accepted.***

For what semester(s) are you requesting an exception? ○ Fall ○ Spring ○ Summer

<u>Reason for denial of financial aid (check appropriate box):</u>

☐ Did not meet 67% completion requirement   ☐ Exceeded maximum time frame (150%)

☐ Did not meet GPA requirement   ☐ Tuition exemption waiver hours exceeded

I have attached the following documentations (check appropriate boxes):
☐ A written statement of the reason(s) for failing to meet the standards for academic progress.
☐ The supporting documentation relevant to the request for an exception, such as a physician's statement.
☐ The Degree Summary completed by the academic advisor regarding exceeded maximum time frame (150%) for my degree program.