

SATISFACTORY ACADEMIC PROGRESS APPEAL

Instructions for Appeal

In order to appeal the denial of your continued financial aid eligibility resulting from not complying with the Satisfactory Academic Progress standards, you must:

1. **Read all instructions and complete the Satisfactory Academic Progress (SAP) Appeal form below** and submit **ALL** required supporting documentation. The following **must** be submitted as part of the appeal:
 - a. **Explanation of extenuating circumstances as to why you did not meet Satisfactory Academic Progress Standards.** Your written statement must include a description of the problem/incident indicating dates and time periods involved, as well as the impact on your academic performance.
 - b. **What has changed that will allow you to comply with Standards of Academic Progress and succeed at ERAU?** Provide specific information about evidence of improved skills and/or changes in life circumstances in areas such as health, family situations, finances, employment, etc.
 - c. **Academic Plan** - You may be required by the Financial Aid Office to submit an Academic Plan. If notified to do so, you must submit a plan from your academic advisor. The plan must include course work to raise GPA, increase course completion ratio, and/or meet degree completion requirements. **NOTE:** Course work listed on the plan must be required for completion of your degree.
2. **Appropriate documentation supporting your appeal.** Documentation must include, but is not limited to, divorce decrees, death certificates, and letters from doctors, counselors, advisors etc. Written statements from a professional should reference your name, diagnosis, dates of treatment and length that situation has or was occurring. Include any statements (on company letterhead) from third party persons (e.g. clergy, employers, medical professionals, etc.) who can verify your extenuating circumstances. Report of incident/s, such as a police report, insurance damage report, and bill/s for services related to emergency, obituary, etc.
3. **Submit the completed [appeal form](#) with all supporting documentation through the [securely uploaded link](#), All document(s) must be sent in PDF format and must include your Student ID on all documents:**
 - **Secure Upload:** You will need to complete some basic identifying information before uploading your documents in **PDF format**. It is **imperative** that you enter this identifying information correctly, as this is the data we will use to route your documents to the correct student's electronic record. Incorrect information will lead to processing delays. Secure Upload is preferred but if you cannot use the link please use one of the other options below:

[Secure Upload Link](#)

- **Fax:** 386-226-6915
- **Mail:** Embry-Riddle Aeronautical University
Attn: Worldwide Financial Aid Office
1 Aerospace Blvd.
Daytona Beach, FL 32114

Please note that in order to ensure your appeal is reviewed prior the beginning of a term, you must submit the appeal along with documentation in sufficient time for the appeal to be reviewed. Incomplete applications and requests for additional documentation will cause delays. **SAP Appeals can take up to 20 business days to process**, please plan accordingly in the event you experience a delay in your Satisfactory Academic Progress appeal. You will be responsible for all charges assessed to your account until an appeal has been approved.

For more information about Satisfactory Standards of Academic Progress, please visit [Academic Eligibility](#).

Satisfactory Academic Progress (SAP) Appeal Form

SECTION I: General Information (to be completed by the student)

Name: _____ ID: _____ Phone: _____

Current Academic Level: _____ Major: _____

Expected Graduation Date (mm/yyyy): _____ Total Cumulative GPA _____

SECTION II: Statement of Appeal (to be completed by the student)

I am appealing cancellation of my financial aid for the following reasons: (check all that apply):

- Cumulative (including transfer) GPA is less than 2.0 for undergraduate or 3.0 for graduate
- Did not successfully complete 67% of attempted hours
- Exceeded the maximum attempted hours for degree completion
- Did not complete the probationary period successfully
- Did not comply with the prescribed Academic Plan requirements
- Grade Change (Updated grade/s must be posted prior to appeal. No Academic Plan required).
- Other _____

SECTION III: Explanation (to be completed by the student)

Both questions must be answered and appropriate documentation must be submitted.

1. Describe extenuating circumstances of why you did not meet Satisfactory Academic Progress Standards. (Attach extra sheet if necessary.)

2. Explanation of what has changed or is changing to allow you to meet Satisfactory Academic Progress Standards and complete your degree program. (Attach extra sheet if necessary.)

Student's Signature

Printed Name

Date