

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

SAP Appeal Instructions:

Students may appeal the suspension of federal aid if they have an extenuating circumstance that prevented them from meeting minimum Standards of Satisfactory Academic Progress ([SAP](#)). If your appeal is approved your Federal Aid may be reinstated. For more information about Standards of Satisfactory Academic Progress, please visit [Academic Eligibility](#).

1. **Read all instructions and complete the Satisfactory Academic Progress (SAP) Appeal form** 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 the minimum Standards of Satisfactory Academic Progress.** Provide concise, factual statements that describe your extenuating circumstances, such as personal injury or illness, family emergency, death of a close relative (e.g. parent, sibling or grandparent), or other exceptional circumstances that occurred during specific individual terms of enrollment in which you did not successfully pass all classes.
 - b. **What has changed that will allow you to comply with Standards of Satisfactory Academic Progress and succeed at ERAU?** Provide 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. **Supporting documentation required for your appeal**, examples provide below but are not limited to:
 - a. Divorce decrees, death certificates, letters from doctors, counselors, advisors, clergy, employers, and medical professionals, etc. and/or
 - b. A signed, dated statement on professional letterhead from a doctor or other professional that confirms medical, legal, or other circumstances described in your personal statements, and whether these are now resolved and who can verify your extenuating circumstances and/or
 - c. Copy of incident(s), such as a police report, insurance damage report, and/or bill/s for services related to emergency, obituary, etc.
3. **Submit the completed [appeal form](#) with all supporting documentation through the secure upload 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 SAP Appeal. You will be responsible for all charges assessed to your account until an appeal has been approved.

Satisfactory Academic Progress (SAP) Appeal eForm

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

Name: _____ ID: _____

Current Academic Level: _____ Major: _____

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

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

Cumulative GPA is less than 2.0 for undergraduate or 3.0 for graduate

Did not successfully complete 67% of attempted hours

Exceeded the 150% allowed of the length of your program of study

Did not complete the probationary period successfully

Did not comply with the prescribed Academic Plan requirements

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 the Standards of Satisfactory Academic Progress.
2. Explanation of what has changed or is changing to allow you to meet the Standards of Satisfactory Academic Progress and complete your degree program.

Attach Supporting Documentation

Submit the completed appeal form then upload all supporting documentation through the secure upload link. All document(s) must be sent in PDF format and must include your Student ID on all documents (detailed instructions and other options in appeal instructions):

[Secure Upload Link](#)

Sign & Submit

Electronic Signature *

Date

*I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by the Financial Aid Office, I agree to provide additional proof of the information provided. I hereby certify that this form constitutes an official submission for processing.