

# Satisfactory Academic Progress Appeal

**Spring 2021 appeals: Please submit application as soon as possible. Final deadline for receipt: noon August 3, 2021. Your aid file will be inactive until eligibility is regained. Appeals received after this date will not be eligible for review. If you have missed this deadline, please plan to make payment arrangements with Cashiers Office Please fax to: 620-235-4078.**

Name \_\_\_\_\_ PSU ID# \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Projected Graduation Date: Month \_\_\_\_\_ Year \_\_\_\_\_ Last semester of attendance:  Fall  Spring  Summer Year \_\_\_\_\_

Appealing for reinstatement for (check one):  Spring 2021  Summer 2021  Fall 2021

**In order for your appeal to be reviewed by the Satisfactory Academic Progress Appeal Committee, please attach the following information with this appeal form:**

- A **typed**, signed statement answering these questions:
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  - 1. Why did you fail to meet Satisfactory Academic Progress standards? Please keep your remarks to 1 page or less.
  - 2. Have you dropped/failed any classes in the past? If so, please explain your reason(s). Why is this repetitive?
  - 3. How do you feel you will be successful in your future semester(s), in other words, what has changed now from the semester you did not make Satisfactory Academic Progress?
  - 4. What is your action plan for upcoming semester(s) that will allow you to be successful?
  - 5. If you have incomplete grades, what is the status of the coursework? What is the projected completion date?
- Documentation to support your reason for not meeting Satisfactory Academic Progress is REQUIRED or this appeal is incomplete and will not be reviewed. Medical documents should be brief, not more than a few pages.
- Unofficial transcript (located in your GUS CLASSIC PORTAL).

### What to expect after your appeal is reviewed by the Satisfactory Academic Progress Appeal Committee:

- You may be contacted to provide more information/documentation for your appeal, if it's incomplete.
- **If your appeal is APPROVED**, you will be placed on Probationary Status for a minimum of one semester. While on Probation, you will be required to complete 100% of the hours for which you are awarded for, with a specified grade point average.
- **If your appeal is APPROVED**, you may be placed on an Academic Plan, which requires more specific requirements. This will be explained in your notification email and letter.
- **If your appeal is DENIED**, you will be notified of the decision as well as how you may re-establish eligibility for Federal Financial Assistance at PSU.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office process:

SP.SCREEN \_\_\_\_\_

ACAD PLAN \_\_\_\_\_

FA.04 \_\_\_ #92/\_\_\_SP.D.O/\_\_\_FORMS.IN

EM LTR \_\_\_\_\_

PAPER LTR \_\_\_\_\_

CANCEL AID \_\_\_\_\_

DOC IMG \_\_\_\_\_

TBA.DATE \_\_\_\_\_

CANCEL AID \_\_\_\_\_

TH.OLD.SP \_\_\_\_\_

FAA \_\_\_\_\_

DATE \_\_\_\_\_