



**Satisfactory Academic Progress (SAP)  
APPEAL FORM  
For Requesting Reinstatement of Financial**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- 1) Use this form as a cover page and return with your appeal (appeals are not accepted from parents/family members).
- 2) Attach a typed or word-processed letter of appeal which includes the following:
  - a) Explain why you did not make Satisfactory Academic Progress (SAP) in the last semester.
  - b) Explain in detail what changes have occurred or will occur that enable you to meet SAP in the future.
  - c) Attach any documentation you feel is necessary to support your appeal. You should document why you did not make progress in the past and your solution. Documentation may include a letter from someone with whom you have been working to address your academic issues (Doctor, Counselor, Instructor, Advisor, etc.) or documentation of events that affected your academics (hospital records, doctor reports, illness /death in the family, accident report, etc.).
- 3) Complete and submit your SAP Academic Plan Agreement - Advising Form (below). This form must include the classes you will enroll in for the next three terms at Missouri S&T, your calculation of a projected GPA and must be signed by your academic advisor.
- 4) Return your appeal to the Missouri S&T Student Financial Assistance Office: FAX: (573) 341-4274, email [sfa@mst.edu](mailto:sfa@mst.edu) or mail/drop off to S&T Financial Assistance, G-1 Parker Hall, 300 West 13<sup>th</sup> Street, Rolla, MO 65409
- 5) If you have a Federal Work-Study job, you are ineligible to work unless your financial aid is reinstated. You must stop working at your Federal Work-Study job immediately.
- 6) You will be notified (at your Missouri S&T email) once the Financial Assistance SAP Committee has reviewed your Appeal/Academic Plan and made a decision on your appeal.

**Missouri S&T Satisfactory Academic Progress (SAP) Recovery Plan**

Federal financial aid regulations require higher education institutions obtain an Academic Plan from students who fail to meet SAP standards set by federal law and Department of Education regulations. Please review the Missouri S&T SAP policy related to minimum coursework completed, minimum GPA and maximum time allowance to complete a degree at: [http://sfa.mst.edu/federalprogs/Satsifactory\\_Academic\\_Progress.html](http://sfa.mst.edu/federalprogs/Satsifactory_Academic_Progress.html).

The Missouri S&T Student Financial Assistance office is committed to helping students. Any student needing clarification or assistance on SAP or any other issue related to financial assistance, should contact us at 573-341-

4282 or sfa@mst.edu. A Financial Aid Counselor is always available Monday-Friday, 8:00 am to 4:30 pm, to assist students with financial aid questions.

**Objective of Academic Plan - Maximum Time Allowance:** Students who failed to meet minimum SAP guidelines because they exceeded the Maximum Time Allowance must list required courses for completion of your degree program on your Academic Plan. Financial assistance can only be provided for courses which are listed in your Academic Plan and are required to meet your degree objective.

**Maximum Time Allowance:**

- Students must complete their degree program within 150 percent of the semester hours required for that degree. Calculations are performed on attempted hours, not completed hours.
- Each program requirement may differ and students should review the course catalog <http://catalog.mst.edu/#text> to determine the number of credit hours required for their degree.

**Objective of Academic Plan - GPA and Minimum Coursework Completion:** Students who failed to achieve minimum SAP standards for cumulative GPA or minimum coursework completion must meet minimum SAP Standards by the end of your Academic Plan. Your plan must include courses you will take to achieve your degree objective and achieve minimum SAP requirements by the end of your Academic Plan. You will be required to follow your Academic Plan in order to receive federal and state financial assistance. You must be enrolled in the course work listed on your advising form, meet minimum completion rates, and be making progress each semester toward the minimum GPA by the end of your Academic Plan. Your progress will be reviewed each semester. Failure to meet the terms of your plan will jeopardize your eligibility for federal and state financial assistance

**Grade Point Average (GPA) Requirement:**

- Undergraduate students with 59 or fewer credit hours must have a 1.67 cumulative GPA
- Undergraduate students with 60 credit hours or more must have a 2.00 cumulative GPA

**Semester Progress Requirements:**

- Students must complete a minimum of 75% of attempted coursework.
- Undergraduate students who attempt at least 6 credit hours, and graduate students who attempt at least 4 credit hours during the semester, are expected to complete at least 1 credit hour during the semester. Students who have attempted these minimum hours and who do not complete at least 1 credit hour will be suspended from future aid.
- Completing a course with an “F”, “WD”, “DL”, “I” (Incomplete) or switching to Hearer (Audit) Status or another failure to receive a letter grade will be considered as not having satisfactorily completed a course.

**Instructions for student:** List the course title and number, number of credits, and projected grade for each course for your next three terms of enrollment, including the current (or next) semester you plan to enroll. Calculate your projected GPA based on your goals. By federal law, the Student Financial Assistance Office will only consider funding for the courses needed to meet the course requirements for graduation. **This form must be signed by you and your Academic Advisor.**

Achieving SAP before the end of the Academic Plan: Students who meet minimum SAP requirements by the end of Semester 1 or 2 will achieve SAP and this will terminate the review of your SAP Academic Plan by the Student Financial Assistance Office. Your classes listed for future semesters will not be reviewed as you will have successfully completed your SAP Academic Plan.

**Instructions for Academic Advisor:** Federal regulations require the S&T Financial Assistance office establish an Academic Plan for students who have failed to meet SAP as defined by the Department of Education. SAP is unrelated to Academic probation. Please review the planned curriculum to ensure this is a realistic plan for the student and that the coursework is required for the student’s academic program, and if those conditions are true, please sign and date the form. The student cannot receive federal financial assistance for the upcoming academic semester without this document. If you have questions concerning our SAP policy, please contact Student Financial Assistance at (573) 341-4282 or refer to the policy at [http://sfa.mst.edu/federalprogs/Satisfactory\\_Academic\\_Progress.html](http://sfa.mst.edu/federalprogs/Satisfactory_Academic_Progress.html).

