# Satisfactory Academic Progress Appeal

**Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Campus Wide I.D.</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please review the Satisfactory Academic Progress (SAP) Policy on the web at [http://finaid.mines.edu/Keeping-Your-Financial-Aid](http://finaid.mines.edu/Keeping-Your-Financial-Aid). Your appeal will be reviewed upon submission of a completed and signed appeal request, with all supporting documentation attached. If your appeal request is incomplete, the appeal decision will be delayed and/or the request will be denied.

**Appeal Request:**

Indicate the term for which you are appealing (check one):  
- □ Fall 20___  
- □ Spring 20___  
- □ Summer 20___

**Reason for Appeal:** (Please check all that apply)

1. _____ Un satisfactory GPA (See SAP policy for clarification)

2. _____ Failure to maintain completion rate (See SAP policy for clarification)

3. _____ Exceeded the length of financial aid eligibility (attempted more than 150% of total hours needed to complete program

**Documentation:**

Your appeal must be in the form of a written statement that discusses the reason you wish to appeal. Your appeal must include the following:

**If you checked #1 and #2**

- Outline the circumstances that prevented you from meeting the standards of satisfactory academic progress.
- Explain what has changed in your situation so you can now succeed.
- Attach additional documentation for extenuating circumstances which may include:
  - Birth/death certificates, obituaries, funeral programs
  - Medical records that corroborate illness and length of recuperation
  - Court documents
  - Statements from physicians, counselors

**If you checked #3**

- Provide a personal statement explaining why you have not met your degree requirements.
- Submit a copy of a Degree Audit signed by your academic advisor listing the remaining requirements for your degree program and a projected completion date.

If your appeal is approved you may be required to complete an academic plan to maintain good satisfactory progress with the Financial Aid Office.

**Student Signature**  
Date