



# Arkansas State University

## Financial Aid & Scholarships

### Satisfactory Academic Progress (SAP) Appeal

▶ **STEP 1 - STUDENT INFORMATION**

Student name (Last name, first name)	
A-State ID number	Cell phone number

I am applying for a reinstatement of eligibility for:

Fall   
  Spring   
  Summer

I am applying for a reinstatement of eligibility for the following:

Federal Aid   
  Institutional Scholarship   
  Both

▶ **STEP 2 - DOCUMENTATION**

The following documentation is **REQUIRED**:

- ✓ A **typed** letter regarding your appeal (include reason why you did not make Satisfactory Academic Progress and your plan to make progress in the future).
- ✓ Supporting documentation (i.e., Medical documents, copy of obituary, etc.).
- ✓ For undergraduate students with at least 90 attempted hours, an **Official Degree Completion Plan** signed by the student and academic advisor.

Please include details of your intentions to return to A-State, state your academic major and goals, and describe your career objective as related to your major.

Circumstance Example	Documentation Example
Death of a family member or significant person in the student's life.	Provide a copy of an obituary or death certificate.
Illness, accident, or injury of the student or a significant person in the student's life.	Provide documentation (e.g., a physician's statement, police report or documentation from a 3rd party professional, such as a hospital billing statement) related to the individual for whom the student provided care or support.
The student's own divorce or separation or the divorce or separation of the student's parent(s).	Provide an attorney's letter on law firm's letterhead, petition for dissolution, or copy of divorce decree.
Personal problems other than the student's own mental or physical illness or injury or disability, issues with the student's spouse, family, roommate, or other significant person in the student's life.	Provide a written statement from an attorney, professional advisor or other individual describing circumstances.
Natural Disasters	Provide a written statement and/or supporting document(s)

▶ **STEP 3 - SUBMIT YOUR INFORMATION**

Appeal forms and documentation may be submitted via one of the following methods:

**Mail:**  
 Financial Aid & Scholarships  
 Appeal Committee  
 PO Box 1620  
 State University, AR 72467

**In Person:**  
 Financial Aid Office  
 Carl R. Reng Student Union, room 2078.

**Fax:**  
 870-972-2794.

▶ **STEP 4 - DECISIONS**

The committee will review appeals during regular scheduled meetings before each semester. The committee will notify you of its decision through your A-State e-mail address. Results of the committee meeting will not be given out over the phone.

- All appeals will be reviewed before each semester begins.
- Please allow 2-3 business days for the committee to review appeals and notify students of the decisions.
- Under no circumstances will an appeal be heard after a semester begins.
- Dates for the committee meeting will be posted on the Financial Aid & Scholarships website (<http://www.astate.edu/finaid>).
- The Wednesday before a semester begins will be the last committee meeting until the end of the semester.

All appeals must be reviewed and cleared prior to the awarding of financial aid.

**Note: Incomplete appeals will not be reviewed.**

**X**  
 STUDENT SIGNATURE

DATE