



**Satisfactory Academic Progress Appeal  
for Federal Financial Aid**

**Instructions**

Failing to meet Satisfactory Academic Progress (SAP) means that a student did not meet one or more of the following criteria:

- Maintain a cumulative GPA of a 2.0 or better
- Earn/complete a passing grade (D or better) for 66.67% of all attempted courses.
- Complete your degree by 150% of your degree program's required hours.
  - Most degrees require 128 hours to qualify for graduation. Students who have 192 attempted hours but have not completed their degree exceed 150%.

Please complete this form to appeal your ineligibility of federal aid. **Do not submit an incomplete application.** Failure to submit all documentation and follow instructions will result in a delay in the committee's decision and possible outright denial of your appeal. Only complete applications will be reviewed by the committee.

In order to appeal eligibility for aid in a semester that has already started, appeals must be submitted **by the end of the third week of the semester**. Appeals received after the third week from the start of classes will be considered for the following semester.

If you have any questions, please contact Student Financial Services at 314-392-2366, or [sfs@mobap.edu](mailto:sfs@mobap.edu).

Send your Satisfactory Academic Progress Appeal & supporting documentation to:

Missouri Baptist University  
Attn: Student Financial Services  
One College Park Drive  
Saint Louis, MO 63141

**NOTE:** If you have been academically suspended from Missouri Baptist University, this appeal will not result in an academic reinstatement. A separate appeal process is necessary. Please contact the Office of the Provost for more information on reinstatement to your program of study.

**Our Promise**

Requests for SAP Appeals will be evaluated based on the following guidelines:

1. All requests will be thoroughly reviewed by the Director and Assistant Director of Student Financial Services. In the event of a tie, your appeal will be referred to the Financial Aid Committee.
2. All required documentation, as well as the student's past academic history and attendance records, will be taken into consideration when contemplating the decision on your appeal.
3. Each request will be considered on a case-by-case basis. Decisions will be made based on government regulations and individual circumstances.
4. All decisions are final. An appeal can only be approved once. If an appeal is granted, a second appeal application cannot be submitted if a student becomes ineligible again, even if ineligibility occurs from not meeting criteria different than that for which the student was first made ineligible.
5. Please allow two weeks for a decision to be made on your appeal. In the event that an appeal must be referred to the committee, you will be notified. The committee will meet on the second Tuesday of each month. Decisions regarding SAP Appeals will be communicated in writing to the student at the address on file\* within 5 business days of any decision being made.

**\*It is the student's responsibility to ensure the accurate address/contact information is on file with MBU in order to receive notification of the committee's decision. This can be done by viewing your address on My MBU Access.**

**STEP 1: Student Information**

Name \_\_\_\_\_ MBU Student ID# \_\_\_\_\_ Phone Number \_\_\_\_\_

\*\*\*This form is three pages\*\*\*

## STEP 2: Reason for Financial Aid Suspension

Please check all that apply. "I would like to appeal my financial suspension because..."

Cumulative GPA below 2.0:

I currently have a cumulative grade point average (GPA) below a 2.0 and feel that I have unusual circumstances. I am choosing one of the following appeal options:

*Option 1 (not an available option if you are on suspension for multiple reasons):* I am submitting an appeal asking to extend financial aid for one additional semester with an explanation of prior grades and what I will do to achieve a 2.0 by the end of the semester. If I am not maintaining SAP by the end of that semester, I will be placed back on suspension with no additional appeal until I have achieved SAP. *(You are stating that a 2.0 is achievable when choosing this option. It is not the responsibility of the committee to verify your plan will get you to a 2.0. You are still encouraged to meet with an advisor to ensure your plan will get you to your goal).*

*Option 2:* I am submitting an appeal along with an Academic Plan completed with my academic advisor. This Academic Plan will demonstrate how I will be meeting SAP by a certain timeframe, not to exceed one academic year (ending with a spring semester). At the end of the academic year, I must have achieved SAP. In addition, I understand that I will be reviewed by a representative from Student Financial Services each semester within that period and must be making progress towards my plan. If I am not making progress, I will be put back on suspension.

Course Completion Rate:

I currently have a cumulative completion rate below the required standards (student must successfully complete at least 66.7% of credits attempted) and feel I have unusual circumstances. Therefore, I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I am submitting an appeal along with an Academic Plan completed with my advisor. This Academic Plan will demonstrate how I will be meeting SAP by a certain timeframe, not to exceed one academic year (ending with a spring semester). At the end of the academic year, I must have achieved SAP. In addition, I understand that I will be reviewed by a representative from Student Financial Services each semester within that period and must be making progress towards my plan. If I am not making progress, I will be put back on suspension.

Time Frame:

I have exceeded the maximum 150% credit hour limit (192 credit hours attempted towards my educational program). Along with my advisor, I have completed and attached a Timetable of Remaining Coursework for Degree Completion, which will be given to the Director of Records. If the Director of Records approves, my appeal will be reviewed by the committee. Therefore, I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. If it becomes impossible to complete my degree by the date agreed upon in my submitted timetable, I will immediately be put back on suspension.

## STEP 3: Reason for Appeal

Please indicate the extenuating circumstances\* that best apply to the reason you have experienced academic difficulty. You must 1) provide a detailed explanation of the factors contributing to the lack of academic progress and also 2) describe the steps taken to prevent future unsatisfactory academic progress. Review Step 4 for additional requirements of your appeal letter.

Severe illness, medical condition or injury

If a medical problem contributed to the failure to maintain satisfactory academic progress, please attach documentation from a medical professional from whom you have received advice and/or treatment. Documentation should validate the issues and dates.

Death of family member or a close friend

Please attach appropriate copies of medical records, death certificate, obituary, etc.

Traumatic life-altering event such as fire, tornado, etc.

Please attach evidence of event such as insurance claim or FEMA application

Other Circumstances \_\_\_\_\_

Please clearly state the circumstance and provide appropriate documentation.

*\*All extenuating circumstances must be documented.*

**STEP 4: Student Appeal Letter**

Your appeal must be **typed and free of excessive spelling and grammatical errors**. If not, your appeal will be returned to you for improvements which could result in a delay in the committee's decision.

Your appeal must address the circumstances that prevented you from maintaining satisfactory academic progress and the reasons for the basis of this appeal. **You must include:**

- what the problem was;
- when did the problem occur;
- how long did the problem last;
- how did this problem specifically affect your ability to complete your coursework;
- what documents have you provided to support your reason for appeal (see Step 3);
- how your documentation relates to or supports the circumstances you dealt with; and
- the steps you have taken to ensure this problem(s) will not be a factor in your future progress.

**STEP 5: Checklist for a Complete Application**

- Complete SAP Appeal (all sections filled out – 3 pages)
- Academic Plan completed with advisor is attached if indicated as required by Step 2: # of pages \_\_\_\_
- Timetable of Remaining Coursework for Degree Completion is attached if indicated as required by Step 2: # of pages \_\_\_\_  
*Additional copies for Academic Plans and Timetables are available at [www.mobap.edu/financial-aid/forms](http://www.mobap.edu/financial-aid/forms)*
- Appeal letter attached: # of pages \_\_\_\_
- Copies of documentation supporting your Reason for Appeal in Step 3: # of pages \_\_\_\_
- All incomplete grades from previous semesters and all transcripts from prior institutions are on your student record with MBU.  
*Your appeal will not be considered complete if you have incomplete grades on your transcript.*

**STEP 6: Sign This Worksheet**

I certify the information provided on this form and all supporting documents to be true and complete to the best of my knowledge. I have read and understood the above information regarding the application and the application process. I understand if I am approved and I fail to meet satisfactory academic progress in future semesters, my financial aid could be suspended and there will be no appeal process until I have reached the satisfactory academic standards. I understand that this application does not guarantee the reinstatement of my financial aid eligibility. I understand that I will no longer be able to receive Federal Title IV aid at Missouri Baptist University should the committee not approve my appeal.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

**Office Use Only**  
Date and Time Submitted

**Application Complete? Y N**

Revised 5/11/2017