

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

(This form is NOT to be used for students appealing a Trustee's Scholarship)

UNIVERSITY OF LOUISVILLE Student Financial Aid Office Louisville KY 40292 (502) 852-5511

STUDENT SECTION:

Please read the appeal instructions **BEFORE** completing information below.

Name: Last

First

M.I.

Student I.D.

Student's Address (street, city, zip code)

@louisville.edu

Phone #

Confirm your UofL e-mail address

(All SAP decisions will be sent via your UofL e-mail)

To be approved for aid: _____ Summer 2009 (deadline June 10, 2009)
_____ Fall 2009 (deadline September 30, 2009)
_____ Spring 2010 (deadline March 31, 2010)

Have you **EVER** filed a Satisfactory Academic Progress appeal with our office?

Yes _____ No _____

If yes, indicate semester and reason for appeal:

***Attach a separate letter addressed to the "Student Aid Committee" explaining extenuating circumstances. For a FAYE appeal, the student must give the exact term and number of hours needed to complete the current degree. **Documentation is required or appeal will be denied.**

OFFICE USE ONLY:

Main Menu

Records & Enrollment → 3 C's → Communiation Summary

Context column = "FAP"

Comments = GPA / FAYE / FEH

Records & Enrollment → 3 C's → Personal Checklist Summary

SAP from Legacy = Y / N (Listed as "SAPFAM")

#SAPAP _____ (Count # of "SAPAP")

Financial Aid → View Packaging Status Summary

Satis. Acad. Prog. = Not Met / Meets SAP

DB Match: NSLDS Match = Eligible / Inst. Ovr / Default

Financial Aid → Awards → Award Process. → Assign Pack. Var.

Year: _____ Total Needed: _____ Total Earned: _____

Rec. & Enroll. → Stud. Term Info → Term His.

Cum Hours Passed _____

Cours. Cred. Unit Only + _____

Total Earned Hrs _____

Cum GPA _____

Acad Lvl = Fr / So / Jr / Sr

PB / Law / Gr

ACA - Academic Hold (service indicator)

Y / N

Cardinal Covenant recipient

(if yes, give to SAP coordinator)

Y / N

Signature of FAO Staff completing form

Date

COMMITTEE USE ONLY

GPA: App / Den / Def

FAYE: App / Den / Def

FEH: App / Den / Def

Check list:

_____ Checklist Summary (include SAP# in comments)

_____ Meets SAP- 2009-2010 (Pack. Status Summary)

_____ Not Eligible _____ - SAP (Pack. Variables)

_____ #SAPAP w/date (Packaging Variables)

_____ Service Indicator

ZFAM - SAP from Legacy System:

Comments:

Initials

Date

APPEAL INSTRUCTIONS AND PROCEDURES

General Information

According to federal regulations, the University must determine if students are making satisfactory academic progress towards their degrees regardless of whether they have ever applied for or received federal financial aid funds. Once students apply for any of the federal student aid programs (i.e., Pell Grant, ACG, TEACH Grant, SMART Grant, Stafford Loan, College Work-Study, Nursing Loan, State Grant, Perkins Loan, SEOG, or PLUS loans) their academic progress must be reviewed.

At the University of Louisville, the Satisfactory Academic Progress Policy examines three factors: GPA, FAYE (Financial Aid Years of Eligibility) and FEH (Financial Aid Earned Hours).

- (1) GPA measures and evaluates the progress of undergraduate students by requiring those students who have earned 60 or more credit hours to have a cumulative overall (not program) GPA of 2.0 or higher.
- (2) FAYE is an index that establishes limitations on the cumulative length of time that a student may receive consideration for federal financial aid, depending on the type of degree program in which they are enrolled.
- (3) FEH measures and evaluates if an undergraduate student, who received federal aid, has earned the minimum number of financial aid hours for which aid was disbursed.

Appeal Information

If a student, due to extenuating circumstances, fails to meet any of the above conditions, the student may appeal to the Student Aid Committee for an exception to the policy. The committee realizes that students may or may not be able to continue their education without financial assistance; however, this is **not** a reason that will be considered. Supporting documentation (i.e., doctor statements, letters from advisors or counselors, or any other documentation which would support an appeal) is **required** or the appeal will be denied. When an appeal involves FAYE factors, the student must state the expected graduation date and number of hours needed to complete the current degree and have a supporting letter from their academic advisor. Finally, this appeal form is for financial aid purposes only and does not have any direct relationship to other types of appeals (academic, admissions, reinstatement, etc.) that may be required.

Student Responsibilities

1. Complete the front side of this form.
2. Attach a **signed** & **typed** letter addressed to the “Student Aid Committee” explaining extenuating circumstances that led to this appeal. Explanations should include **specific** information such as important dates surrounding circumstances that contributed to poor academic performance, incomplete or failing grades, late withdrawals, number of years in college, etc.
3. Attach copies of supporting documentation (*documents will not be returned*).
4. Return this form with your signed letter and documentation to the Student Financial Aid Office at the address listed on the reverse. *Appeals are due by noon every Wednesday in order to be reviewed the following Thursday. During peak times, appeals make take up to 14 business days.*

Student Aid Office Responsibilities

1. Prepare appeal for review by the Student Aid Committee (determine/verify violated factor(s), print U of L academic transcripts, etc.).
2. Submit the prepared appeal to the Student Aid Committee for review.
3. Notify the student of the Committee’s decision and update the student’s file with the results.