



Satisfactory Academic Progress Appeal Form

RETURN TO: USD Financial Aid Office
414 E Clark St
Belbas Center
Vermillion SD 57069-2390

In order to appeal your financial aid suspension, complete all information below and return this form, along with all relevant 3rd party documentation to support your appeal. The Satisfactory Academic Progress Committee will review your appeal. Based on the Satisfactory Academic Progress Policy as published and distributed by the Financial Aid Office (http://www.usd.edu/financial-aid/applying-for-aid/satisfactory-academic-progress), the committee will make a final decision, either approving or denying your appeal. You will be informed in writing of their decision.

Submission of this form does not guarantee the reinstatement of your financial aid eligibility.

Name _____ USD ID# _____
Address _____ City _____
State _____ Zip Code _____ Phone Number _____
Major _____ Expected Graduation Date _____

The appeal must be in writing and specifically explain what circumstances prevented you from meeting the Satisfactory Academic Progress requirements: GPA Deficient, completion of less than 67% of attempted hours, attempted credits in excess of maximum allowed for your degree program (i.e. double major, second major, etc.) The appeal form should be submitted within 30 days of notification of unsatisfactory status, and must be accompanied by all relevant documentation at the time the appeal is sent to the Office of Student Financial Aid. Your appeal must address extenuating circumstances beyond your control that affected your academic progress (i.e. a serious illness or injury, death of a family member, etc.)

- 1) Using a separate sheet of paper, clearly describe the circumstances that prevented you from meeting the required SAP requirements. You must attach 3rd party documentation regarding your specific circumstances (i.e. documentation from medical professionals, death certificate, obituary, counseling center etc.) Your appeal will not be processed without this documentation.
2) Clearly explain the changes that have occurred so the same circumstances will not hinder your future progress.
3) On a separate piece of a paper, outline your plan to improve your academic program and allow you to meet the SAP requirements in the future. Be specific; such as seeking tutoring, taking less credits, personal/health problems resolved, etc. If you are appealing due to exceeding the 150% maximum attempted credit hour limit, you must include a degree audit from the Registrar's Office or a graduate program of study which is signed by the graduate office, at the time the appeal is sent. If you have previously appealed and provided a degree audit/program of study and it is still accurate please do not request a new one.

The information provided with the appeal form is accurate to the best of my knowledge and constitutes my complete request for appeal of my Financial Aid Suspension. Information will be kept confidential in the student financial aid file.

Signature _____ Date _____

This section will be completed by the Satisfactory Academic Progress Committee:

Cumulative Attempted Semester Credit Hours _____ Cumulative Completed Semester Credit Hours _____
Cumulative GPA _____ Last Semester Attended _____

Committee Decision:-

Approved _____ Denied _____ Signature _____ Date _____