



## OFFICE OF FINANCIAL AID

### SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS

If you experienced mitigating circumstances and would like to submit an appeal, you may follow the steps below to complete the process:

- 1) Log into [asurams.verifymyfafsa.com](http://asurams.verifymyfafsa.com). If you do not already have an account, you will need to create an account.
- 2) Once logged in you will see an outstanding task titled "SAP Appeal". Click on the task and then click "view form".
- 3) Read the instructions so you know what must be contained within your statement and the documentation required to ensure that your appeal will be reviewed. Once you have read the instructions, click "Continue".
- 4) Complete necessary demographic information. Once demographics are entered, click "Continue".
- 5) Read the submission instructions to acknowledge your responsibilities.
- 6) Complete your written statement (statements **MUST** include what mitigating circumstances occurred that prevented you from making satisfactory academic progress **AND** what has changed that will enable you to meet satisfactory academic progress in the future). Once your statement is entered, check the box "I will provide supporting 3<sup>rd</sup> party documentation" and click "Continue". **Please note: Appeals without supporting 3<sup>rd</sup> party documentation will not be considered complete and will not be reviewed.**
- 7) Enter the E-sign password to sign your appeal and click "E-sign". Once signed you will be directed back to a main page.
- 8) Click "Upload" to add your 3<sup>rd</sup> party documentation.
- 9) Once the appeal form is E-signed and all 3<sup>rd</sup> party documentation is uploaded, click "Submit" to submit your appeal for review.

Your appeal form and documentation must be submitted electronically using the steps listed above. **No paper appeal forms or documentation will be accepted in the office.** All appeal forms and supporting documentation must be received no later than the established appeal deadline date for each term. Please be mindful that incomplete appeals will not be reviewed and appeals received after the deadline will not be reviewed until the committee meets the following term.

Once a decision has been rendered on your appeal, the appeal decision will be made available to you via your ASU RAM Email and/or Banner Web Account. If your appeal is granted, you will be placed on a financial aid academic plan or financial aid probation. Your continued eligibility for financial aid will be based on your successful completion of the terms of your probation or academic plan. The Academic Plan will be designed to help you reach the minimum standard of progress within a reasonable amount of time. If you meet the terms of your Academic Plan you will continue to receive aid for the subsequent term. If you fail to meet the requirements of the Academic Plan or fail to meet the minimum Satisfactory Academic Progress Standards, you will be placed on financial aid suspension and will not be eligible to receive additional financial aid assistance until you regain eligibility.

For more information on our Satisfactory Academic Progress Policy or to obtain a copy for your records, please visit: <https://www.asurams.edu/financial-aid/>, click “Satisfactory Academic Progress”, then click “16/17 SAP Policy”. You can also use the GPA and PACE calculators available as separate links on this page to help plan how many credits you would need to complete and/or grades you would need to make in order to raise your pace of completion and/or cumulative GPA up above the minimum standards and regain financial aid eligibility. You may also contact your academic advisor to discuss a plan for taking classes at your own expense while working to regain your financial aid eligibility.

If you do not have the option to upload a SAP Appeal Form inside the [asurams.verifymyfafsa.com](http://asurams.verifymyfafsa.com) website, please contact us via email at [ifinaid@asurams.edu](mailto:ifinaid@asurams.edu) so we can further assist you.

**Office of Financial Aid**  
**Albany State University**