

## **How to submit a Financial Aid Satisfactory Academic Progress Appeal**

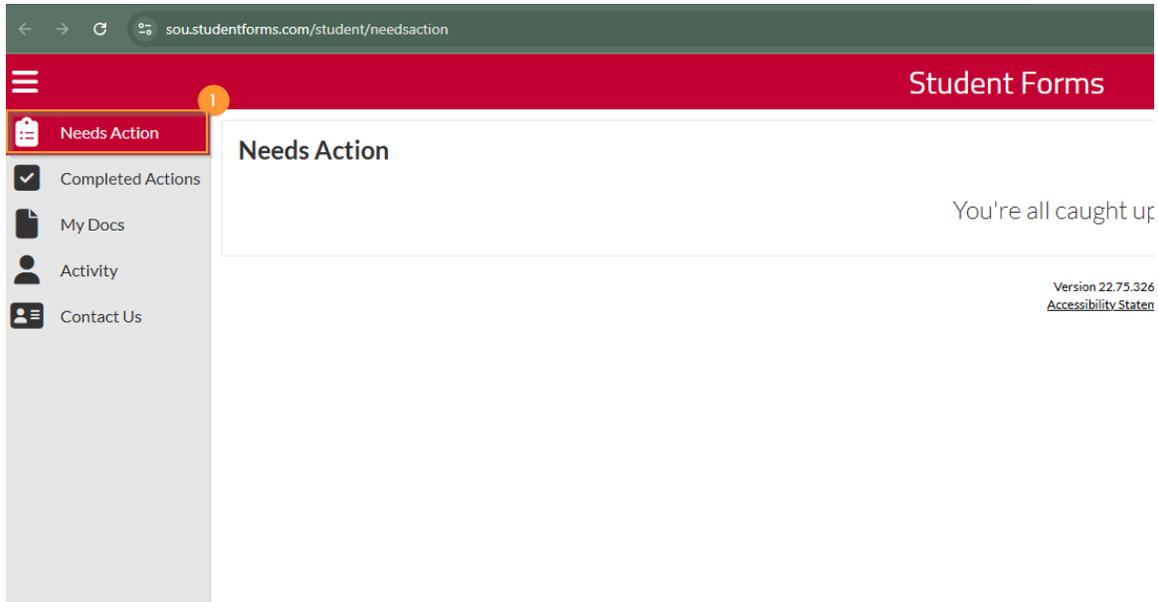
When applying for the Satisfactory Academic Progress (SAP) Waiver to have federal aid reinstated for the term, you must be enrolled and submit your SAP appeal during the term you wish to have federal aid reinstated for.

**To be considered and submit an appeal, you must complete the following:**

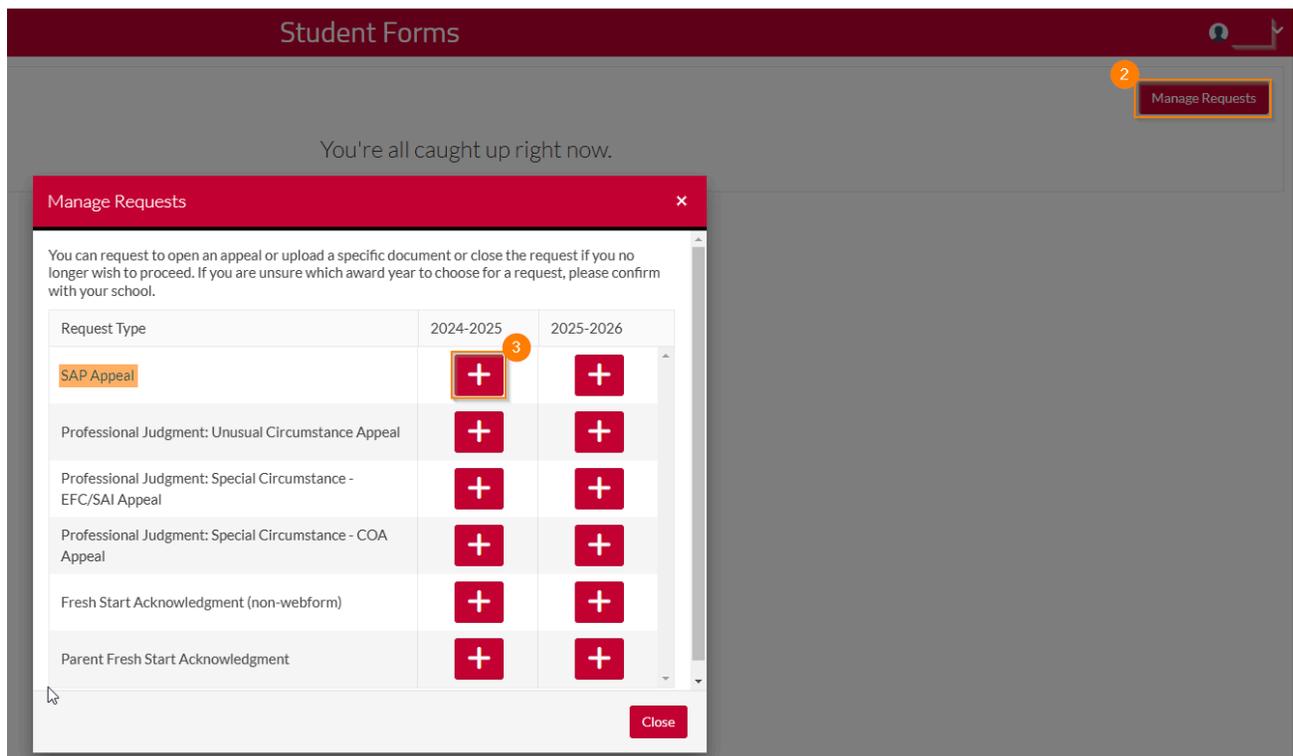
1. A statement outlining what brought you to this point academically that has made you ineligible for financial aid.
  - o Click [HERE](#) for information about eligibility.
2. An academic plan through Degreeworks outlining the courses that will be taken each term to complete your degree.
  - o Include a plan for academic interventions moving forward to ensure academic success (i.e. tutoring support, regular intervention meetings with your advisor, working with Disability Resources (DR) for classroom accommodations, etc.)
3. Additional 3rd party documentation that supports either your prior circumstances or efforts being undertaken to improve your academic success (i.e. a letter from your Care Coordinator, Faculty Advisor supporting your efforts, a therapist/practitioner, etc.)

**How to find the SAP Waiver:**

1. Go to [sou.studentforms.com](http://sou.studentforms.com) and sign in using your InsideSOU credentials.
2. Click on “Needs Action” at the top left of the window.



3. Select “Manage Requests” at the top right of the window.
4. After opening “Manage Requests”, press the plus sign for the SAP waiver under the academic year you are appealing for.
  - o After submitting your waiver, this screen will also allow you to rescind the appeal by pressing the minus sign.



5. Fill out the “Please explain your reason for this request” field and once you are done you can submit the appeal. Once submitted, click “okay” and you are done.

**Add Request** ✕

## SAP Appeal -- 2024-2025

Please indicate below which term you are appealing for. Please note, this is not the appeal and the information submitted in the request is not reviewed by the SAP committee.

Once you finish submitting the request you will be directed to the appeal form and have the opportunity to upload third party documentation to support your appeal. You must answer all of the questions in the appeal AND submit third party documentation to support your appeal to be considered complete.

Please explain your reason for this request. 4

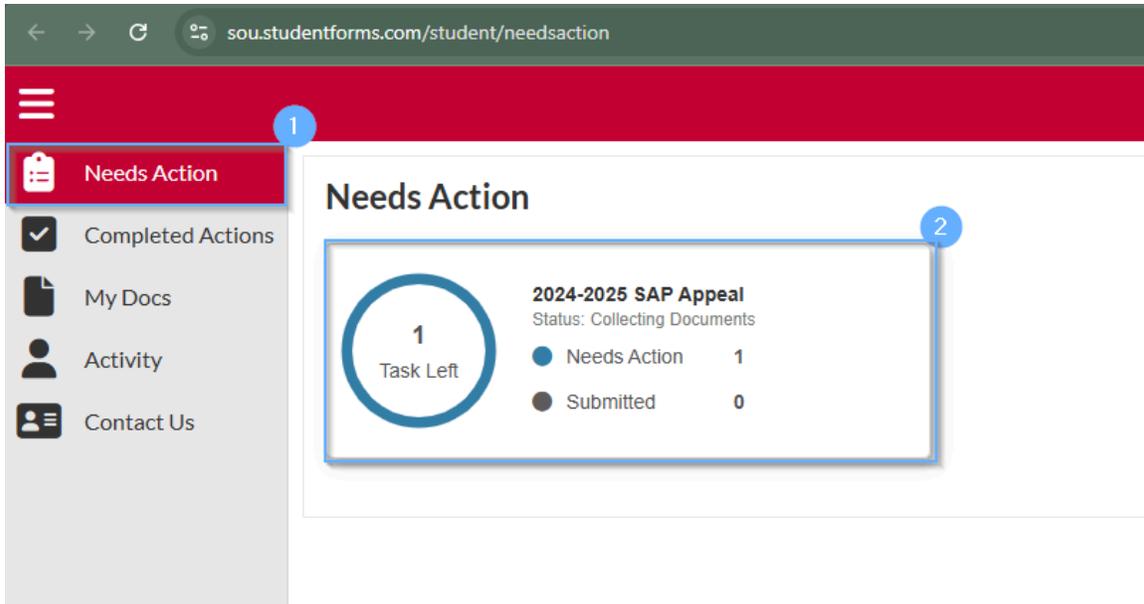
Testing ...

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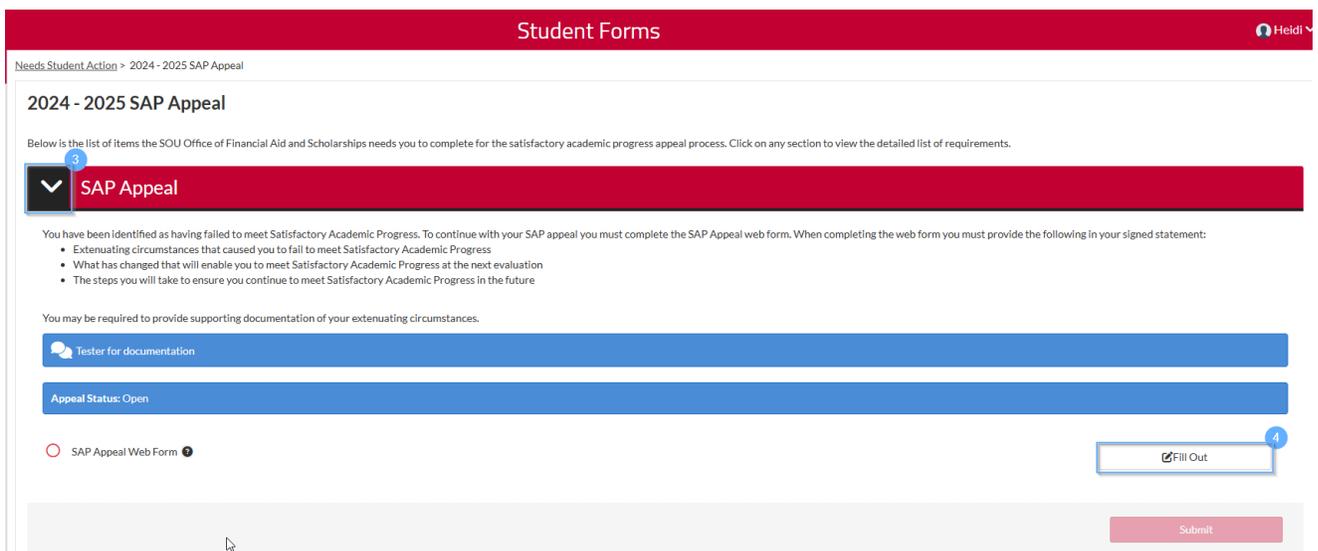
Submit Go Back 5

### How to update the form after submission:

1. After submitting the form, you can find the status window under “Needs Action” on the left side of the screen. In this window you can upload missing documents required for the waiver.



2. After expanding the menu with the arrow, you can select “Fill Out”. This will take you to the instruction screen.



3. Within this window, you will be prompted to fill in your first and last name, phone number and the supporting documented listed below:
  1. A detailed statement that includes the following information:
    - o The term that you are appealing to receive aid for.
    - o Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.

- o What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.
  - o The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future.
2. Supporting Documentation for your appeal. If this is your second or more appeal, you are also required to turn in an academic plan signed by your advisor along with supporting documentation as to why you could not meet SAP.

Email [finaid@sou.edu](mailto:finaid@sou.edu) for any questions regarding the SAP Waiver/Appeal process.