## 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 <u>HERE</u> for information about eligibility.
- 2. An academic plan through Degreeworks outlining the courses that will be taken each term to complete your degree.
  - 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 <u>sou.studentforms.com</u> and sign in using your InsideSOU credentials.
- 2. Click on "Needs Action" at the top left of the window.

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<b>~</b>	Completed Actions							
	My Docs		You're all caught ur					
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	Contact Us		Accessibility Staten					

- 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.

Student Forms						റ	
							2 Manage Requests
You're all caught up right now.							
Manage Requests	Manage Requests ×						
You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.							
Request Type	2024-2025	2025-2026					
SAP Appeal	+	+	<b></b>				
Professional Judgment: Unusual Circumstance Appeal	+	+					
Professional Judgment: Special Circumstance - EFC/SAI Appeal	+	+					
Professional Judgment: Special Circumstance - COA Appeal	+	+					
Fresh Start Acknowledgment (non-webform)	+	+					
Parent Fresh Start Acknowledgment	+	+	Ŧ	•			
			Close				

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. Testing	
Characters left: 242/255	•
Submit Go Bac	k

## 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.

Student Forms	🕥 Heidi					
Needs Student Action > 2024 - 2025 SAP Appeal						
2024 - 2025 SAP Appeal						
Below is the list of items the SOU Office of Financial Aid and Scholarships needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.						
SAP Appeal						
You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the followin • Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress • What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation • The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future	ıg in your signed statement:					
You may be required to provide supporting documentation of your extenuating circumstances.						
No Tester for documentation						
Appeal Status: Open						
SAP Appeal Web Form	C Fill Out					
	Submit					

- 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 <u>finaid@sou.edu</u> for any questions regarding the SAP Waiver/Appeal process.