

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM 2011-2012

Please complete this form if you wish to appeal a financial aid suspension status. If you failed to achieve SAP because of mitigating circumstances, you must submit the appeal with the documents listed on the check list below in order for your appeal to be eligible for review. SAP appeal decisions will be sent to your personal preferred email address and may be viewed on Bison Web within 7 – 10 business days from submission of completed appeals. **Note that all SAP appeal decisions are final and the submission of a SAP appeal does not guarantee reinstatement of aid eligibility.**

Please use the check list below to confirm your packet is prepared for submission. Packets must be received in their entirety for decisions to be made on the status of your appeal.

Appeal form cover sheet with contact information

Narrative explaining mitigating circumstances (e.g. mitigating circumstances would include extreme illness or injury, family crisis, or death of an immediate family member. The circumstance must be documented.)

Supporting documentation (e.g. medical documentation, death certificate, letter from a counselor or social worker, clergy, letter of stipulation from your school or college if you have been Suspended from the University.)

Indicate what type of suspension you are on as indicated on Bison Web

(i.e. SUSPENSION FOR CREDITS/GRADES, SUSPENSION FROM THE UNIVERSITY, WARNING FOR TIMEFRAME, UNDERGRAD 4 YEAR SUSPENSION, UNDERGRAD 5 YEAR SUSPENSION, MASTER'S DEGREE SUSPENSION, PhD DEGREE SUSPENSION.)

Send your documentation to:

**Office of Student Financial Services
Financial Aid, Scholarships & Student Employment
Howard University
2400 6th Street, Suite #205
Washington, DC 20059
Attn: Appeals Committee**

You may also fax your documents to (202) 806-2818 Attn: Appeals Committee

Please note the deadlines dates below. SAP appeals are not accepted after the deadline date.

Fall 2011- **July 1, 2011**

Spring 2012- **December 30, 2011**

Please type or print neatly in ink.

Student's Name (Last, First, MI):	Student ID Number:
Local Address (Street or P.O. Box):	
City, State and Zip Code:	
Contact Telephone Number:	Personal preferred e-mail address: