

Howard University
Office of Financial Aid, Scholarships and Student Employment
2400 6th Street, N.W., Suite 205, Washington, DC 20059

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Please complete this form if you wish to appeal a financial aid probation or suspension status.

If you failed to achieve SAP because of mitigating circumstances, you must submit the appeal form with a letter of explanation with any supporting documentation attached. Mitigating circumstances would include extreme illness or injury, family crisis, or death of an immediate family member. The circumstance must be documented. **NOTE: Submission of a SAP appeal does not guarantee reinstatement of aid eligibility.**

To complete the appeal process, you must complete all sections of this form. **Attach your explanation and documentation that supports your circumstances** (e.g., medical documentation, death certificate, doctor's certificate, or a letter from a counselor or social worker). Respond immediately if your appeal is returned to you because it is incomplete or if additional information is required. SAP appeal decisions will be sent via e-mail or postal mail within 7 – 10 business days from submission of completed appeals. All SAP appeal decisions are final.

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

Fall 2009- August 28, 2009 **Spring 2010-** January 15, 2010

Please type or print neatly in ink.

Student Name (Last, First, MI)		Student ID Number	
Local Address (Street or P.O. Box)			
City, State and Zip Code			
Contact Telephone Number		Email Address	