

SAP
M# _____
Year _____

# MIDAMERICA

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## NAZARENE UNIVERSITY

### Satisfactory Academic Progress Appeal

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student Social Security Number

\_\_\_\_\_  
Student Phone Number

We have reviewed your Satisfactory Academic Progress (SAP) and we find that you are not meeting the standards required to continue receiving Federal and State Financial Aid. Your completion of this Appeal form along with a letter will initiate the review process by the MNU SAP Committee. The Committee will review any special conditions which may have prevented you from meeting the required standards.

*Before the SAP committee can review your situation, these 3 items must be completed:*

- If you are on academic suspension or cannot otherwise enroll for classes, your current Appeal will not be reviewed until those circumstances have been reviewed.
- Any academic transcripts which could affect your GPA or completion rate must be received and evaluated before the Appeal process can begin.
- All grades of incomplete (INC) from any MNU term must be resolved and included in the GPA calculations.

**TO REQUEST A “SAP” REVIEW, YOU MUST WRITE AND SUBMIT A LETTER TO THE “SAP APPEALS COMMITTEE” (along with this form), EXPLAINING THE FOLLOWING ITEMS:**

<ul style="list-style-type: none"> <li>• Describe in detail the extenuating circumstance(s) you believe have kept you from maintaining Satisfactory Progress. If you have documentation, include it with your letter.</li> </ul>
<ul style="list-style-type: none"> <li>• Explain in your letter why these circumstances have affected your Academic Progress.</li> </ul>
<ul style="list-style-type: none"> <li>• Describe how your situation has changed <u>AND</u> what steps you plan to take to increase your GPA or completion rate.</li> </ul>
<ul style="list-style-type: none"> <li>• Sign and date the letter and attach any documentation. <u>Submit the letter and documentation with this form to:</u> MidAmerica Nazarene University, Student Financial Services, 2030 E. College Way, Olathe, KS 66062.</li> </ul>

When the Satisfactory Academic Progress Committee receives your letter and this form, they will evaluate your circumstances and inform you of their decision. If it is not possible to regain your eligibility in one term, the Committee may offer a plan for two or more semesters, outlining specific intermediate requirements to move you toward meeting the SAP requirements.

**Federal Law states than an Appeal cannot be granted in 2 consecutive terms for the same circumstance. You are allowed only one Appeal during a 12 month period.**