



Student Name (Last, First)	myZou Student ID Number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							

**Undergraduate
Satisfactory Academic Progress Appeal**

The Student Financial Aid office has established guidelines (based on federal regulations) for evaluating your academic progress. The Satisfactory Academic Progress (SAP) standards are not exactly the same as the academic standards of the University or department(s).

Submit this appeal form, along with the required items listed below (incomplete appeals **will not** be reviewed) to the Student Financial Aid office in 11 Jesse Hall.

1. **IF YOU HAVE FEWER THAN 90 COMPLETED HOURS:**
Submit with this form a copy of your **two-semester academic plan** on official letterhead or departmental advising form (see reverse side for details regarding academic plan expectations).
- IF YOU HAVE 90 COMPLETED HOURS OR MORE:**
Submit with this form a copy of your **degree completion plan** on official letterhead or departmental advising form (see reverse side for details regarding degree completion plan expectations).
2. **SUBMIT WITH THIS FORM A TYPED NARRATIVE THAT INCLUDES THE FOLLOWING:**
 - a. **OUTLINE THE SPECIFIC CIRCUMSTANCES THAT HAVE CAUSED YOU TO BECOME INELIGIBLE FOR FINANCIAL AID.**
 - i. Discuss circumstances throughout your academic career for which you could not plan, influence, or prevent. Do not limit your narrative to events in the most recent semesters. It is suggested that you look at your academic record and explain the reasons for any failing grades, withdrawals, and incompletes. Provide relevant documentation whenever possible (e.g., a letter from a doctor, counselor, etc.).
 - b. **OUTLINE THE SPECIFIC STEPS YOU ARE NOW TAKING TO ADDRESS THESE CIRCUMSTANCES AND TO IMPROVE YOUR RECORD.**
 - c. **IF YOU HAVE DROPPED ANY COURSE(S) BETWEEN THE START OF THE SEMESTER AND WHEN YOU SUBMIT THE APPEAL, SPECIFY THE REASONS FOR DROPPING AND PROVIDE RELEVANT DOCUMENTATION.**
3. **A COPY OF YOUR UNOFFICIAL TRANSCRIPT. THIS MAY BE FOUND IN YOUR MYZOU ACCOUNT UNDER:**
Self Service > Academic Records > Records > Student Academic profile

Please be aware the financial aid appeals committee will review your student academic profile. If your student academic profile is incomplete, please provide additional documentation:
(Official Transcripts, Transfer Transcripts, Etc.)

ONLY COMPLETE APPEALS WILL BE REVIEWED. ALL APPEAL DECISIONS ARE FINAL AND NOT SUBJECT TO FURTHER REVIEW.

The student above has met with me to discuss their Satisfactory Academic Progress (SAP) and I have worked with them to develop an academic plan that has my support.

ACADEMIC/FACULTY ADVISOR SIGNATURE

DATE

As student, I acknowledge the terms and conditions of appealing for financial aid and the information I have provided is true and accurate to the best of my knowledge. I also understand that failure to meet the terms of my academic plan may result in loss of future financial aid payments.

STUDENT SIGNATURE

DATE

NOTICE: A part-time plan (6 hours during the academic year, 3 hours during the summer session) may be more realistic for some students because of other commitments, including work, family, and/or health. However, we do not recommend you drop to part-time status after classes have begun for a particular term without first speaking with a counselor in the Student Financial Aid office, as this will affect your overall completion rate. Please work with your academic/faculty advisor to develop the most realistic plan, based on your specific needs and past academic performance. Please note that it may take two advising sessions with your academic/faculty advisor (so plan accordingly): the first session to discuss your academic/degree completion plan and the second to receive and copy and review your plan on official letterhead or departmental advising form.

ACADEMIC PLAN EXPECTATIONS (required if you have fewer than 90 completed hours)

- Your academic plan should indicate enrollment for the next two terms at MU, **including the term for which you are appealing**. It should also indicate the major and degree you are pursuing and, if applicable, the minimum requirements to be admitted into the major/department. If admittance is not assured, consider a backup plan.
- This plan should be practical and realistic so that the student has a reasonable likelihood to complete the semester successfully without dropping any courses on or after the first day of classes.

DEGREE COMPLETION PLAN EXPECTATIONS (required if you have 90 completed hours or more)

- Your degree completion plan should indicate enrollment through graduation at MU, **including the term for which you are appealing**. If you are majoring in multiple programs, it is advisable to appeal only for the degree in which you are closer to completion. Appeals are rarely approved for additional hours to pursue multiple degrees. Once you complete a first bachelor's degree, you are allowed an increased hours limit to attain a subsequent bachelor's degree.
- Your degree completion plan should indicate the major and degree you are pursuing and, if applicable, the minimum requirements to be admitted into the major/department. If admittance is not assured, consider a backup plan.
- This plan should be practical and realistic so that the student has a reasonable likelihood to complete the semester successfully without dropping any courses on or after the first day of classes.

NOTES FOR THE ACADEMIC/FACULTY ADVISOR IN REGARDS TO THE ACADEMIC/DEGREE COMPLETION PLAN

Include the following in the student's academic/degree completion plan:

- The student's interest code on his/her transcript should correspond to the academic plan unless you, the academic/faculty advisor, have noted the student's anticipated change of program and have discussed the admittance requirements for the new program. If admittance is not assured, please provide a backup plan (see next item).
- The student should consider a backup plan if his/her initial plan is not assuredly obtainable (e.g., if he/she is denied admission to a certain academic program or if he/she does not currently meet the admittance requirements). If a backup plan is discussed, please include the information on the academic plan.
- The academic/degree completion plan should demonstrate the quickest path to meeting graduation requirements and **only include courses that apply to the student's degree requirements** (i.e., exclude unnecessary electives).
- Note any steps discussed in meeting with the student that he/she is taking to improve his/her academic record (e.g., tutoring, counseling, etc.). Also note any services you recommend the student utilize.
- Feel free to provide any additional remarks pertinent to the student and his/her academic record.

For more information about the Satisfactory Academic Progress standards for eligibility for financial aid, please visit <http://financialaid.missouri.edu/eligibility/satisfactory-academic-progress.php>. Contact Student Financial Aid at 573-882-7506 or finaidinfo@missouri.edu with questions.