

**Jackson State University
Financial Aid Office
Satisfactory Academic Progress Appeal Instructions (Undergraduate)
P. O. Box 17065, 1400 John R. Lynch Street
Jackson, Mississippi 39217**

SAP Appeal Application Dates:

2021 Summer Term: May 10th - June 1st

2021 Fall Term: May 10th - August 6th

Appeal Instructions

If you are on Financial Aid Suspension and have experienced mitigating circumstances that caused you **not** to meet the Satisfactory Academic Progress (SAP) Standards, you may submit an appeal to have your circumstances reviewed for reinstatement of financial aid. You must also provide the following: (1) clear explanations of why you failed the standards; (2) what has changed about your mitigating circumstances that will allow you to pass the standards; (3) documentation to support your appeal statement; and (4) your Academic Advisor must complete Section 2 of the appeal form.

The appeal and all supporting documentation should be submitted to your Academic Advisor. Your Academic Advisor will submit the appeal and all supporting documentation to the SAP email at: sap@jsums.edu. Incomplete appeals will be denied. **Appeals received after the deadline will not be reviewed.**

Mitigating circumstances are circumstances that occurred that were beyond your control which caused traumatic or undue hardship. Examples of mitigating circumstances and documentation are:

- (1) **Medical Problems (physical or mental)** – Statement from your physician, hospital or professional counselor which indicates the duration of the illness, whether the medical or mental condition is under control and whether you are able to attend school;
- (2) **Accident/Injury** – The Police Report, statement from physician or hospital to support the date of your accident and/or injury, any medical problem(s) that resulted and whether you are able to attend school;
- (3) **Death of Family Member** – Loss of a family member must be documented; examples of documentation may include, but not limited to, an obituary, death certificate and/or death announcement;
- (4) **Military Service** – Provide military orders and discharge papers to identify the dates and status of your military duty;
- (5) **Other Mitigating Circumstances** – Clearly describe your mitigating circumstances, duration of the problem that you and/or your parents suffered as a result of divorce, separation, domestic violence, homelessness or any other traumatic or undue hardships. Documentation may include, but not limited to, copies of divorce or separation papers, notarized statement(s) with appropriate I.D., police reports, medical reports or letters from professional counselors and documentation indicating circumstances have improved or been resolved.

Appeal Decision

Your appeal decision (approved or denied) will be indicated via JSU P.A.W.S. The appeal decision will be based on the strength of your appeal statement, documentation received and your academic record. If your appeal is denied, **the decision is Final**. You will be required to make payment arrangements with the Financial Services Office to pay fees. If your appeal is approved, your financial aid eligibility will be reinstated and **you will be placed on Financial Aid Probation for one semester**. At the end of the probationary semester, you must be making Satisfactory Academic Progress to be eligible for financial aid. Filing an appeal does not guarantee Financial Aid reinstatement. You are responsible for any charges incurred during period/s of ineligibility.

**Jackson State University
Financial Aid Office
Undergraduate Satisfactory Academic Progress Appeal Form**

(Submitting This Form Does Not Guarantee Reinstatement of Financial Aid.)

SECTION 1 **TO BE COMPLETED BY STUDENT**

Name _____	J#		
(Please Print)			
Address _____			
(P. O. Box/Street)	(City)	(State)	(Zip)
Semester Attending	Contact Number		

Step 1: Clearly explain the Mitigating Circumstance(s) that caused you to fail the standard(s).

Step 2: Explain what has changed about those mitigating circumstances that will now allow you to pass the standards.

Step 3: Student Certification and Signatures

I certify that the information I have provided is true and complete to the best of my knowledge. By completing and submitting this form you certify that: (1) you have reviewed the SAP policy and understand you have fallen below the acceptable SAP standards required for financial aid; (2) you understand that the submission of an appeal does not guarantee approval and that your financial aid may not be reinstated for this semester and future semesters; (3) you and an academic official agree that the courses you are taking during this enrollment period are acceptable toward meeting your degree requirements and the SAP standards; (4) your SAP status will be recalculated at the end of each semester, including summer and (5) you are responsible for any charges incurred during period/s of ineligibility. Conditions of an appeal approval are: (1) do not withdraw from any courses; (2) pass all courses listed and (3) you must earn an acceptable cumulative GPA consistent with JSU Qualitative Standards.

Student's Signature _____ **Date** _____

Student's Name _____ J# _____

SECTION 2 TO BE COMPLETED BY ACADEMIC ADVISOR
(An Incomplete Form Will Be Denied.)

1. Academic Plan

The student listed above is currently on financial aid suspension and is filing an appeal with the Financial Aid Office regarding his or her Satisfactory Academic Progress. An Academic Plan must be developed, signed and maintained by their academic advisor including the coursework to be attempted during the appeal semester. If the appeal is approved, the student will be expected to meet all the conditions of their Academic Plan; otherwise, the student will be placed back on financial aid suspension.

Major _____ Anticipated Graduation Date _____

Total Hours Required for Degree _____
Total Hours Attempted (Including Transfer Hours) _____
Total Hours Earned Toward Degree (Including Transfer Hours) _____
Total Transfer Hours Not Counted Toward Degree _____
Total Hours Needed To Complete Degree Requirements
(Including Current Semester) _____

Recommend Courses for Current Semester:

Course	Course Title	Course	Course Title

2. Did the student follow their Academic Plan recommended for the previous semester? () Yes () No

If not, has an Academic Plan been developed to ensure the student will meet the SAP standards within a reasonable time frame? () Yes () No

3. Academic Advisor Certification and Signatures

Your signature indicates that you have discussed with the student their current status, expected graduation date and that the courses listed above are acceptable for the semester of appeal.

Academic Advisor's Name (Print) Academic Department

Academic Advisor's Signature Date Extension

For Office Use Only

Appeal Decision: Approved Denied, Reason: _____

Undue Hardship: _____

Staff Signature _____ Date _____