

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

A student determined ineligible for financial aid for failure to meet Kentucky State University's Satisfactory Academic Progress standards has the right to make a written appeal to the Student Financial Aid Office if the following can demonstrated:

- failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control, and;
- the issue(s) that caused the deficit have been resolved and/or managed, and; the issue(s) will not affect future academic performance.

If an appeal is approved, the student will be placed on a term-based contract. SAP will be evaluated each semester that the student is enrolled to ensure the conditions of the contract are being met. If at that time the SAP contract terms and conditions are not met, the student will be placed back on SAP and will not be eligible for any federal aid and need-based state grant aid in future semesters. **The SAP Committee's decision is final and cannot be appealed.**

SECTION I: STUDENT INFORMATION

Name (Please print): _____		
(Last)	(First)	(MI)
Student ID:	Major:	Appealing Term:
KSU Student Email:		
Phone Number:	Alternate Phone Number:	
Address:		

Appeals must include:

- A Satisfactory Academic Progress Appeal form which is completed and signed. This form can be found on our web site at www.kysu.edu.
- A signed letter typed by the student which clearly states the extraordinary circumstances which may have adversely affected the student's academic performance and outlining what changes have occurred that will lead to academic success.
- Documentation of the extraordinary circumstances identified in the student's letter.
- Degree Audit (*please see your Academic Advisor to obtain this.*)

Important SAP Appeal Dates

<u>Term</u>	<u>Appeal Submission Dates</u>
Fall 2025	May 17, 2025 – August 13, 2025
Spring 2026	November 1, 2025 – January 7, 2026
Summer 2026	May 8, 2026–June 5, 2026

****SAP Appeals received after the posted deadline date will be reviewed for the following term. (Ex: An appeal received after the Fall semester/term deadline will be reviewed for the following Spring semester/term).**

SECTION II: REASON FOR APPEAL *(Please check applicable circumstances.)*

- ☐ **Personal Illness or Injury** - Supporting documents must include physician or attending professional citing illness and its probable effect upon student's academic performance. Include date of onset and length of time
- ☐ **Death of Immediate Family Member** - Supporting documents must include obituary, death certificate, or letter from a professional lawyer, doctor, or minister, that states the date of the death and the individual's relationship to the student.
- ☐ **Other Unusual Circumstances** - Supporting documents must include academic advisor, counselor, tutor, professor and/or professional who is familiar with the student's extenuating circumstances. Documentation must state the date/s during which these circumstances occurred and their probable effect on academic performance.

SECTION III: CERTIFICATION STATEMENT

- ✓ By my signature below, I certify that I have read and understand Kentucky State University's (KSU) SAP Policy. I understand that it is my responsibility to monitor my academic progress and to be aware of the requirement of my program, so that I can complete my degree within the time allotted, the quantitative (*GPA*) and qualitative (*completion rate*) requirements in accordance with Federal regulations.
- ✓ If my appeal is denied, I understand that I must reestablish my aid eligibility by attending at my own expense and raising my cumulative academic record to the minimums listed in the KSU student Financial Aid Satisfactory Academic Progress standards, and that I am responsible for any and all university charges incurred.
- ✓ I further certify that the information in this appeal is accurate and complete. I understand that any false information will be cause for denial, reduction, and/or immediate repayment of any aid.

Student Signature

Date

SECTION IV: APPEAL COMMITTEE DECISION *(to be completed by Office of Financial Aid)*

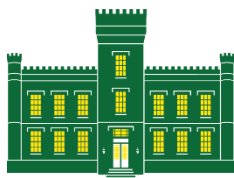
- ☐ Approved
☐ Conditional Approval
☐ Deferred
☐ Denied

Conditions/ Comments: _____

Term Approved: ☐ Fall/Spring ☐ Fall _____ ☐ Spring _____ ☐ Summer

- ☐ Additional Coursework
☐ Committee Exception
☐ Computer Error
☐ Grades/Change/Late

- ☐ Medical (_____ documentation)
☐ Professional Judgement
☐ Residence Credit (Grad Students)
☐ Other: Specify _____



Kentucky State University SAP Appeal Process

If you believe you had extenuating circumstances that prohibited you from meeting SAP requirements, you may appeal to the SAP Appeals Committee. The SAP Appeal form can be found on our website at <https://www.kysu.edu/finance-and-administration/financial-aid/sap.php>. Keep in mind you must provide our office with supporting documentation of your extenuating circumstances (e.g., medical records, obituary, etc.) or provide reasoning why you are unable to provide such documentation.

Extenuating Circumstance	Documentation Examples
Student's illness (mental or physical), hospitalization, injury, or disability. <i>Provide only the information that clearly and easily supports the information you discussed in your appeal. The best documentation is simply a summary of a diagnosis and its successful treatment or accommodation.</i> DO NOT SUBMIT ENTIRE COPIES OF YOUR MEDICAL HISTORY.	Written documentation from the health care provider detailing: <ol style="list-style-type: none">1. Approximate date that the illness, or disability started and how long it continued2. The date that you are able to resume your education without the illness interfering with your academic success
Illness, accident, or injury of a significant person in the student's life	Provide documentation (e.g., physician's statement, police report, or documentation from a third-party professional) related to the condition of the person you were assisting, and a statement from that person attesting to your assistance
Death of a family member or significant person in the student's life	Provide a copy of an obituary or death certificate and proof of the student's relation to that person
Divorce or Separation	Provide a copy of divorce decree, petition of dissolution, or letter from an Attorney
Personal problems with partner, family member, friend, roommate, etc.	Provide court documentation, police reports, written statements from an attorney, a professional, or a counselor
Victimization of a violent crime	Provide police reports, court documents, legal statements
Exceeding the timeframe of your degree as a result of multiple changes/addition in declared majors, excessive transfer credits, poor grades, an/or excessive withdrawals	Provide documentation from a career counselor, personal counselor, tutor, advisor, or other academic professional supporting your plan for academic success and completion
Exceeding the timeframe while in a successive program plan	Provide documentation relating to the academic advantage, financial advantage, or professional necessity of the successive degree

The decision of the SAP Appeal Committee is final.

To review the SAP Appeal due dates please visit our website at:

<https://www.kysu.edu/finance-and-administration/financial-aid/sap.php>

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