



# SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Any student whose financial aid eligibility has been suspended, and who is eligible to appeal and chooses to do so, should complete this form, sign it, and submit it to the Brenau University Office of Financial Aid, along with all required documentation as noted below.

## PERSONAL INFORMATION

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 1

Compose a typed and signed appeal letter that includes your name, Brenau Student ID number, and a brief summary of your reason(s) for an appeal (examples below) and that answers the following questions:

1. Why did you fail to make Satisfactory Academic Progress (SAP)?
2. What has changed about your situation that will help to ensure that you will make SAP at the next evaluation point (typically the next semester of enrollment)?

## STEP 2

Check the reason(s) below that you were unable to maintain SAP and include the required documentation with your appeal.

REASON FOR APPEAL	REQUIRED DOCUMENTATION
<input type="checkbox"/> Serious injury or illness (physical or mental) of the student or an immediate family member	Statement from physician or mental health professional indicating date(s) of occurrence/treatment or hospitalization
<input type="checkbox"/> Death of immediate family member	Copy of death certificate or obituary identifying student's relation to deceased
<input type="checkbox"/> Personal or Family crisis (divorce, childcare issues, unemployment of primary family provider, domestic violence, work demands, etc.)	Documentation that supports the specific situation (i.e., employment termination letter, divorce decree, police report, etc.) and/or a letter of support from someone who can substantiate the specific circumstances (i.e., attorney, clergy member, social worker, physician, mental health professional, employer or other professional). Letters from friends or family members are <b>not acceptable</b> documentation.
<input type="checkbox"/> Reached maximum time frame for degree completion	N/A

## STEP 3

Submit this completed form, a typed and signed appeal letter, and any required supporting documentation to the Brenau Office of Financial Aid via fax to 770.538.4306 or via email to [financialaid@brenau.edu](mailto:financialaid@brenau.edu). (If using email, please use Brenau Tiger Mail only.)

## FOR OFFICE USE ONLY – DO NOT COMPLETE BELOW THIS LINE

SAP can be attained in the next semester: ☐Y ☐N

Committee review: ☐Approved ☐Denied

If approved, academic plan required: ☐Y ☐N

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial Aid Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_