



**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM
(Level 2, Scholarship and Financial Aid Committee)**

NAME: _____ SID: _____
LOCAL ADDRESS: _____
PHONE: _____ EMAIL: _____@shepherd.edu
Anticipated Graduation Date: _____ Rank: Undergraduate Graduate
Semester which you are requesting financial aid: Fall Spring Summer I or III Summer II

Step 1: Basis for Appeal to the Scholarship and Financial Aid Committee (SFAC):

- Office of Financial Aid denied Level 1 SAP Appeal, or an Appeal under previous policy
- Did not meet SAP standards under previous policy, or after one semester of probation, and/or did not follow my *Advisor's Academic Plan for Progress*

Step 2: Student Statement: Write a detailed statement which explains why you have yet to achieve academic progress. Include any additional documentation that you would like the SFAC to review. Your SAP Appeal Form – Level 1 (or previous Appeal under prior policy) and previously submitted documentation and academic transcript will automatically be forwarded. The appeal will be considered incomplete until any requested documentation is provided. Statements of good intentions and aspirations alone are not sufficient.

Step 3: Student Certification: I understand that the Office of Financial Aid will not accept my appeal if it is incomplete or lacks documentation. I am therefore submitting my complete appeal. I certify that all information submitted on this form and all supporting documentation is accurate, true and complete to the best of my knowledge. I understand that any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

Signature Date

Step 4: Submit to:

The Director of Financial Aid, Office of Financial Aid on the ground floor of Gardiner Hall or fax to 304-876-5238 or mail to PO Box 5000, Shepherdstown, WV 25443 or email to faoweb@shepherd.edu **no later than one week AFTER the first day of class of the semester in which you seek financial aid. BE PREPARED TO PAY YOUR BILL. Your bill may be due prior to the decision of this Appeal.**

Step 5: You will be notified as to the decision of the SFAC. The decision is final. If your appeal is denied, you will not be eligible for any further financial aid until such time that you become compliant with the SAP policy. Neither paying for classes nor sitting out a semester will automatically reinstate your financial aid eligibility.