

## Writing a Successful Satisfactory Academic Progress Appeal

Student must meet these minimum standards to receive federal student aid:

- Maintain a minimum cumulative grade point average (CGPA) of 2.0
- Pass at least 67% of all coursework attempted. This measure is referred to as Pace or Completion Ratio.
- Complete their degree within 150% of the published length of the program

When students fail to meet these minimum standards their eligibility for federal student aid which includes grants and federal student loans is suspended. Students can appeal a suspension by explaining any extenuating circumstance.

### What Happened – What Changed

Your SAP appeal must explain the following:

#### Explain what happened

Why were you unable to maintain Satisfactory Academic Progress?

#### Explain what has changed

What corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

Example of a valid explanation statement:

#### What happened:

I was involved in a car accident on October 2, 2020. I was in the hospital for two weeks because of a broken leg. Then I needed to have physical therapy every day for six weeks. This interfered with my ability to attend classes regularly. I was unable to complete the fall 2020 semester and this affected my academic progress.

#### What has changed:

My leg has healed and I feel confident that I can continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed. I will also take a study skills workshop offered through the Academic Resource Center. I will also use an assignment planner to help me stay on track.

Attached is documentation verifying my accident:

1. A note from my doctor showing that I was under his care during the above time. The note also shows that my doctor released me to return to school on January 1, 2021.
2. A copy of my hospital bill showing the dates of my stay.
3. A statement from my physical therapist indicating my therapy schedule.

**Academic Resource Center writing tutors are available to assist you in preparing your statement.**

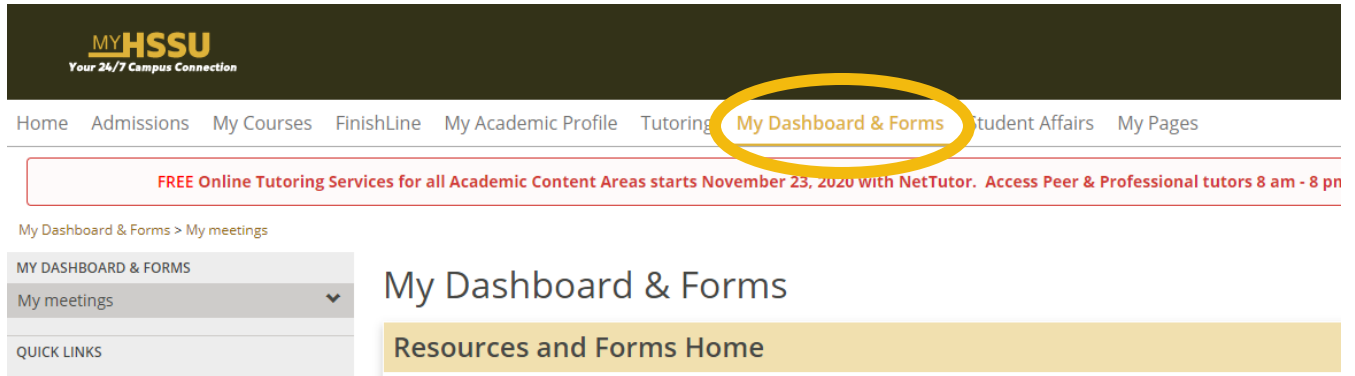
To begin preparing your appeal answer the following questions: Who, what, when, where, and why. This should give you a good outline for putting together your appeal.

Note: Lack of awareness for withdrawal policies, requirements for satisfactory academic progress, or preparedness for college coursework will not be accepted as reasons for an appeal.

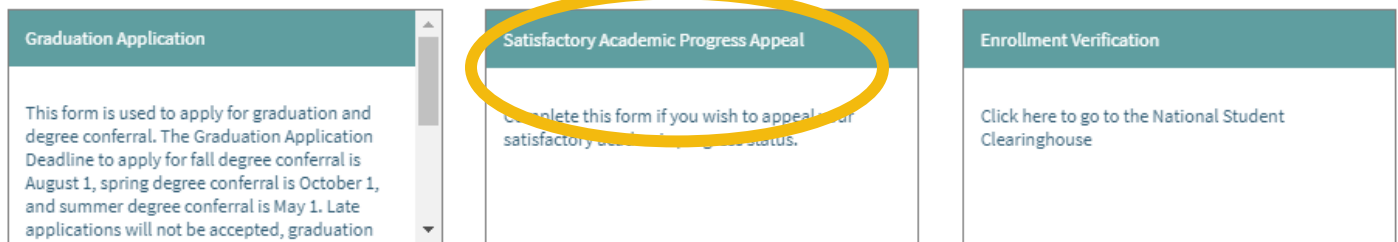
## How to submit a Satisfactory Academic Progress (SAP) Appeal

- Please read all directions carefully as appeals submitted without the requested information will not be reviewed.
- If the appeal is approved students may continue to receive aid.
- Students on an approved appeal must obtain at least a **2.0** every semester and complete **100%** of all coursework attempted until they meet minimum standards.
- Students are **STRONGLY** encouraged to have their statements reviewed before submitting their appeals.

1. Log in to MYHSSU (live.hssu.edu) and click on My Dashboard and Forms



2. Click on “Satisfactory Academic Progress Appeal”



Mobile App Users – Log into your MYHSSU mobile app and choose Virtual ID. Then choose Forms & Resources and scroll until you find Satisfactory Academic Progress Appeal. Provide all the requested information and then submit.



If you have any questions please call us at (314) 340-3501 or email [FinancialAssistance@hssu.edu](mailto:FinancialAssistance@hssu.edu).