Satisfactory Academic Progress Appeal

Complete and return this form to: Office of Student Financial Assistance
104 Fairchild Hall
Manhattan, KS 66506–1104
www.k-state.edu/sfa

785-532-6420
Fax: 785-532-7628
877-817-2287 (toll free)
finaid@k-state.edu

Students who have failed to meet satisfactory academic progress as defined in the University Catalog are placed on financial aid exclusion. Students with a financial aid exclusion status are not eligible to receive federal financial aid. However, you may appeal your "exclusion" status by completing this form.

For more information on satisfactory academic progress, please visit http://www.k-state.edu/sfa/policies/sap.htm.

Note: Not all Satisfactory Academic Progress Appeals are approved. If your appeal is denied, you will need to make alternate arrangements to pay for your educational expenses (i.e. tuition/fees, room/board, books/supplies, etc.).

Student Information

Last name | First Name | Middle Initial | Social Security Number

Address (local if available) | Phone number

City | State | ZIP code | E-mail address

Documentation for appeal evaluation

❑ This completed Satisfactory Academic Progress Appeal
❑ Your statement explaining past academic performance and plans for future academic improvement
❑ Your academic advisor's statement which corroborates your future academic improvement plans
Note: You and your academic advisor may e-mail your statements to finaid@k-state.edu.

Steps you need to take

1. Complete the Student's Statement on the reverse. Tell us why you were unable to earn the required number of hours and/or the cumulative grade point average (GPA) for which financial aid was awarded to you. You may attach documentation as necessary. Tell us how you plan to correct your credit hour and/or GPA deficiency; include which classes you plan to take and the kind of grades you will need. Your plan may cover more than one term.

2. Have your academic advisor complete the Advisor's Statement on the reverse. Your advisor must support the academic plan you outlined in your Student Statement in order for us to approve your appeal.

3. Return the completed form to 104 Fairchild Hall. When we reply to you, we will use the address that you provided us at the top of this form.

Keep in mind

- The way you maintain satisfactory academic progress is by completing the number of hours for which financial aid was awarded to you and by having at least a 2.00 cumulative GPA at the end of your second year.

- We will review your appeal in the strictest confidence and let you know of our decision in writing. We cannot process your appeal for the next term until grades are posted by the Registrar for the current term.

- Approval depends on your academic performance, unusual circumstances, documentation, meeting the terms of a previous contract (if any), and your academic plan. If we deny your appeal, you will need to use alternative financial resources to attend K-State until you correct your hour and/or GPA deficiency.

Student's Statement

I understand that you may obtain a copy of my academic transcript from the Registrar's Office to process this appeal.

Student's Signature	Date	Phone number

Advisor's Statement

Advisor's Signature	Date	Phone number