

20__-20__ Financial Aid Appeal Form

Fill out this form completely and submit it, along with all supporting documentation, to the Financial Aid Director to request reinstatement of your financial aid.

Student Name _____ Student ID _____
Street _____ Local Phone _____
City/State/Zip _____ Cell Phone _____
Estimated Date of Graduation _____ Major _____

Please provide a detailed written explanation describing any extenuating circumstances that made it difficult for you to succeed in your classes or reach your educational goal. Attach supporting documentation (e.g. medical records, death certificate, etc).

Also explain how and what you plan to change in the upcoming term to ensure your academic success.

Give your written explanation on the back of this form, or attach separate sheets of paper.

Financial Aid Office Use Only

Approved for Fall only Winter only Spring only Summer only Cleared all year

Required to complete _____% of credits attempted with a _____ GPA until back in Financial Aid Good Standing

Additional requirements: _____

Denied – Must complete _____ hours at own expense at SOU with a 2.0 or better (3.0 for Graduate students) in each class to have aid reinstated

Denied – Other _____

Remarks: _____

Reviewed by _____ Date _____ Coded by _____ Date _____

Satisfactory Academic Progress

By federal law, you are required to make satisfactory academic progress toward degree completion. At SOU, student academic progress is monitored at the end of each term, including summer term. Following the review, students not making progress in a term are in aid denied status and must appeal for reinstatement of aid.

Students must meet 3 standards in order to maintain Satisfactory Academic Progress or SAP.

- Required Grade Point Average (GPA)
- Minimum Credit Completion
- Maximum Credits Attempted

Students not meeting these SAP standards will receive communication via email. All students should watch their SOU email and check “Holds and Warnings” on InsideSOU regularly.

The first time a student falls below the Required GPA or Minimum Credit Completion standards for SAP, the student will receive a “Warning” and will remain eligible for financial aid with this status. Two consecutive incidents of Satisfactory Academic Progress violations of the GPA or Minimum Credit Completion rate will result in “FA Denied Status” making the student ineligible for financial aid.

The first time students are in violation of the Maximum Credit Standard, they will receive an email informing them that they are ineligible for financial aid. A Progress Toward Graduation or Plan will be required and once evaluated, the student may become eligible again for federal aid.

Required Grade Point Average

The required grade point average (GPA) is based on institutional standards. These standards are published in the SOU Catalog and are as listed below. The Office of Financial Aid will review the GPA as calculated by the Registrar’s Office. A student who does not maintain the required GPA will be denied financial aid.

The required term GPA is 2.00 for Undergraduate students and 3.0 for Graduate students.

Minimum Credit Completion (Pace)

A student must complete at least 67% of all credits attempted for their current degree or program. Credits taken at SOU, as well as credits transferred in from other institutions will be counted in credits attempted.

- *Credits attempted* are defined as all credits posted to the transcript even if the course was not “passed”. This includes grades of E, F, I, M, NP, W or NC.
- *Credits completed* are defined as all classes for which a passing grade is received. Passing grades include A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P.
- Audit credits do not count as credits attempted or completed.
- When a class is repeated, the credits will count as attempted credits. Repeated classes will count as completed credits for each passing grade achieved.
- Non-credit remedial courses on prior school transcripts will count as credits attempted and credits completed.

Maximum Credits Attempted

Financial aid eligibility will be limited to a maximum number of credits attempted based on the stated degree or program objective. Both transfer credits and credits taken at SOU are counted when determining credits attempted. The maximum attempted credits allowed for the degree or program completion will be no more than 150% of the credits needed to complete the degree/program objective.

The maximum credits allowed for by Academic Degree Objective

- 270 for First Bachelor’s Degree (or as defined by academic department)
- 135 for 2nd or 3rd Bachelor’s Degree
- Master’s Degree’s vary by program

This information can be found in the “Financial Aid Facts”, available on the Financial Aid webpage at:
www.sou.edu/enrollment/financial-aid/index.html