

# Satisfactory Academic Progress Appeal Form for Financial Aid

(Please print neatly – illegible forms will be returned unprocessed)

Name: \_\_\_\_\_ Pitt Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Expected grad date: (month/year) \_\_\_\_\_

Term for Appeal: \_\_\_\_\_

## Appeal Process and Form Instructions

1. Complete sections A and C.
  2. Return to the Financial Aid Office.
  3. The Academic Advising Center will contact you if there are issues with your schedule.
  4. The Academic Advising Center will return the completed and signed form to the Office of Financial Aid
- All students enrolled at Pitt-Titusville who could be eligible for federal Title IV student financial aid must maintain Satisfactory Academic Progress (SAP) as prescribed by federal regulations (see the policy at [upb.pitt.edu/sap/](http://upb.pitt.edu/sap/)).
  - Students applying for financial aid from sources provided by Pitt-Titusville, as well as from various other financial aid sources, must also meet these requirements.
  - Students who do not meet SAP requirements will be denied financial aid, but may appeal the denial based on extenuating circumstances.
  - Students who have not met SAP, and whose appeals are denied, are ineligible for Title IV and other Pitt-Titusville financial aid. They may be eligible for the university payment plan and/or certain alternative loans through private lenders.
  - Appeals must be accompanied by a written explanation and appropriate documentation. The SAP Committee will review your appeal and supporting documentation. Unsigned forms and those submitted without proper documentation will not be processed. **Appeals submitted without supporting documentation will not be considered.**
  - The Committee's decision will be sent to your Pitt email account within approximately ten (10) business days.
  - All appeal decisions made by the SAP Committee are final. An appeal reviewed by the SAP Committee does not guarantee reinstatement of financial aid.

### A. BASIS FOR APPEAL

1. Check the circumstance that applies to the reason for your SAP deficiency.
  - Serious medical illness or injury of student. A signed doctor's statement on office letterhead must be included.
  - Death of an immediate family member. A death certificate, obituary or announcement, as well as indication of your relationship must be included.
  - Other special and extenuating circumstances along with appropriate documentation.
  - I have exceeded the 150% timeframe without completing my degree. I certify that this appeal may represent my plan for completion of program requirements because I am near or over the 150% timeframe for my degree.
2. Explain in detail your extenuating circumstances checked above and the circumstances that caused you to fail to meet SAP. Address all semesters with deficiencies, including withdrawals and non-passing grades that caused you to fall below 67% completion rate and/or a substandard cumulative grade point average (if earned more than 30 credits, 2.0 CUM GPA); if less than 30 credits earned, 1.5 CUM GPA). Attach additional page if necessary.

**Explanation:**

