

Satisfactory Academic Progress Appeal Academic Year 2024 - 2025

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: (1) cumulative GPA, (2) completion rate/pace, and (3) maximum timeframe to be eligible for financial aid. It is the student's responsibility to stay informed of the University's SAP standards and to monitor their own progress. A complete description of HU's SAP policy for financial aid purposes can be found on the HU website at: http://www.hamptonu.edu/studentservices/financialaid/hu_satisfactory_academic_progress_policy.cfm.

Extenuating Circumstances:

An appeal can be submitted if a student's failure to be in compliance with one or more areas of SAP is due to events beyond the student's control. If such mitigating circumstances can be documented for the specific semester(s) when the deficiencies occurred, the student may submit this completed SAP appeal, along with all **required documentation**.

Supporting Documentation: To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (i.e., physician, counselor, lawyer, social worker, teacher, religious leader, HU academic advisor, HU Counseling Center or Health Center). Documentation must be on **official letterhead and verify that extenuating circumstances occurred during the timeframe referenced in your appeal**. In cases of death of an immediate family member, provide a copy of the death certificate or obituary. **Appeals without supporting documentation will not be reviewed.**

Eligibility for Aid in the Next Semester of Attendance: You will be notified of the decision by mail. If your appeal is approved, you will be eligible for aid for your next semester of attendance. Your progress will be evaluated at the end of your next semester of attendance and you must meet the terms of your probation or academic plan to remain eligible. Eligibility is not retroactive to a prior term.

Once you are meeting all requirements of SAP, your eligibility will be reinstated.

All decisions of the SAP Appeals Committee are final and not subject to further appeal.

Appeal Deadline:

SAP appeals and supporting documentation must be received by the HU Office of Financial Aid on or before July 31 for the Fall semester and by January 3 for the semester Spring. If your appeal is not approved and you still wish to attend, you may do so at your own expense or apply for an alternative loan. Allow 10 business days for processing.

You must submit the following for your appeal to be reviewed and a decision determined:

- 1) Appeal Form, 2) Typed Letter explaining what occurred that caused you to fail to meet minimum SAP requirements, and what will change that will allow you to meet minimum SAP requirements, and 3) Supporting Documentation.

Incomplete appeals will not be considered.

Last Name: _____ First Name: _____ HUID# _____

Appeal is for: __ Fall __ Spring Academic Major _____ Anticipated Graduation Date: _____

HU email address: _____

Current Mailing Address:

Street

City

State

Zip