

Return this completed form to:

104 Fairchild Hall | 1601 Vattier Street  
Manhattan, KS 66506-1104

Office 785-532-6420 | Fax 785-532-7628  
Website [ksu.edu/sfa](http://ksu.edu/sfa) | Email [finaid@ksu.edu](mailto:finaid@ksu.edu)

Student's Name (Last, First, MI)

Wildcat Identification Number

Student's K-State Email Address

Student's Phone Number

For the possibility of having your federal and other forms of financial assistance reinstated for a specific term:

1. Review all the information provided here
2. Indicate for which term you are appealing to have financial aid eligibility reinstated
3. Complete the "Student Statement" section on the back of the form
4. Ask your academic advisor to complete the "Academic Advisor Statement" on the back of this form
5. Attach and submit any additional documentation that you believe will support your appeal
6. Mail, fax, or email your completed appeal to the Office of Student Financial Assistance

**Important:** The Office of Student Financial Assistance will not review any appeal that is incomplete (i.e. without an Academic Advisor Statement). There is no guarantee that your Satisfactory Academic Progress (SAP) Appeal will be approved. In the event that your appeal is denied you are responsible for making other arrangements that will allow you to finance your educational expenses including any outstanding University charges.

### How Satisfactory Academic Progress is Measured for Student Aid Eligibility

- **Cumulative GPA** - Undergraduate and Veterinary Medicine must maintain at least a **2.0** K-State cumulative GPA. Graduate students must maintain at least a **3.0** K-State cumulative GPA.
- **Deficiencies** - May occur when students **drop** a course, **withdraw** from a course, **fail** a course, and/or **fail to complete** a course. Undergraduate and Veterinary Medicine must successfully complete at least **75%** of the credit hours enrolled after the census date of each academic term.
- **Max Attempted Units** - Undergraduate and Veterinary Medicine must complete their degree requirements within **150%** of their published academic program length. Example – An undergrad student enrolled in a program that requires 120 credits for completion may receive federal financial aid for a total of 180 credit hours (120 x 150%). Graduate students must complete their degree requirements within **200%** of their published academic program length.

We highly encourage you to view K-State's SAP Policy: <http://www.k-state.edu/sfa/manage/sap/>

Instructions on where you can view your personal Satisfactory Academic Progress Status within KSIS can be found at: [https://kstate.service-now.com/kb\\_view.do?sysparm\\_article=KB13499](https://kstate.service-now.com/kb_view.do?sysparm_article=KB13499)

**Check below for which term you are submitting this appeal.** If the appeal is successful, student financial assistance may be reinstated for the term you indicate below. **Note:** SAP appeals submitted to our office after the term deadline listed below are not guaranteed to be reviewed.

- Fall 2018** (Deadline to Submit Appeal – **November 9, 2018**)
- Spring 2019** (Deadline to Submit Appeal – **April 5, 2019**)
- Summer 2019** (Deadline to Submit Appeal – **July 19, 2019**)

## Student's Statement

Your statement must address **each** of the following. *Incomplete statements will not be reviewed.*

- Discuss the unusual, extenuating circumstance(s) that prevented you from meeting the SAP standards
- Tell us how your circumstances have now changed so that you will be able to successfully meet the SAP standards
- Specifically, what corrective actions are you taking that have changed your circumstances?
- Finally, how many credit hours you anticipate to enroll for term you are appealing and, how many total credit hours must you yet complete to graduate from your program of study?

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Student Signature

**Digital signatures are not accepted.**

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Date

## Academic Advisor's Statement

Academic advisor statements must address **each** item below. *Incomplete statements will not be reviewed.*

Advisors may submit their statement to [finaid@ksu.edu](mailto:finaid@ksu.edu) *The OSFA assumes that the academic advisor supports the student's appeal unless otherwise stated.*

- Provide your recommendation(s) for corrective actions to assist the student in making satisfactory academic progress
- Share any plans and/or requirements you have set for the student to meet the SAP standards

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Academic Advisor Signature

**Digital signatures are not accepted.**

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Date