



# Financial Aid Satisfactory Academic Progress (SAP) APPEAL

## Instructions:

1. Save this form to your computer.
2. Complete the form electronically.
3. USING YOUR OFFICIAL UNIVERSITY UTAD EMAIL ACCOUNT, send the form to:  
FinancialAidSAP@utoledo.edu  
**Note: Forms received from accounts other than official university email accounts will not be processed.**
4. Submit supporting documentation to the Office of Student Financial Aid. Documentation may be submitted electronically with your appeal, may be mailed or submitted via Rocket Solution Central (RH 1200). All supporting documentation must be submitted together. Indicate on the packet that the documents are for "SAP REVIEW". Make sure your name and Rocket ID (R#) are on each piece of documentation. Appeals will not be reviewed until supporting documentation is received.

Students receiving federal financial aid are required to make Satisfactory Academic Progress (SAP) toward the completion of their degrees. Grade point average (GPA) and the percentage of credit hours completed (Pace) are two of the factors that define SAP. A review of your academic record indicates you have not met one, or both, of the following eligibility criteria:

- You have not maintained the minimum GPA. Minimum GPA required for undergraduate and Law students is 2.0. Graduate students minimum standard is 3.0.
- You have earned less than the required 67% of all attempted hours.

Therefore, your eligibility for federal financial aid is denied at this time.

## Appeal Process:

If extenuating circumstances prevented you from maintaining satisfactory academic progress, you may appeal for reinstatement of your federal financial aid on a term-by-term basis. To do so:

- Complete the appeal form and submit it according to the instructions listed above.
- **DOCUMENTATION IS REQUIRED** for any documentable circumstance. This includes medical, legal, work, housing and other types of documentation. If a situation is documentable and we receive no documentation, your appeal will be denied automatically. Note: we do not need copies of your UT transcripts as we already have them on file. Additionally, we will not contact other offices to get documentation. It is your responsibility to submit appropriate documentation to our office.

We will review your appeal within approximately 3-5 business days from the date your completed appeal and supporting documentation are received in our office. You will receive a written response to your appeal that will indicate if your federal financial aid eligibility is, or is not, being reinstated.

**If your appeal is approved**, you will be sent a FINANCIAL AID SAP **APPEAL APPROVAL** NOTIFICATION outlining your requirements for continued federal financial aid eligibility. The Office of Student Financial Aid will review your progress at the conclusion of each semester to determine federal financial aid eligibility for future terms. You *may* be required to appeal each term your academic standing is not in compliance. Note: aid amounts may be reduced for approved appeals.

**If your appeal is denied**, you will be sent a FINANCIAL AID SAP **TERMINATION** NOTIFICATION outlining requirements needed to regain federal financial aid eligibility. The Office of Student Financial Aid will continue to review your progress at the conclusion of each semester to determine federal financial aid eligibility for future terms. If, after future terms, you bring your academic progress into compliance, your federal aid eligibility will be reinstated. If your appeal is denied, it is your responsibility to pay for tuition, fees, and other charges without the benefit of federal financial aid. If you will not be attending school due to a SAP termination, it is your responsibility to drop your courses.

*The decision of the review committee is final. You will be unable to appeal again until you have met the satisfactory academic progress eligibility criteria established by The University of Toledo.*

# Financial Aid Satisfactory Academic Progress SAP Appeal

Last Name:		First Name:		Rocket ID:	R
UT e-mail address:				Date:	

1. **Tell us why** you were unable to meet the minimum requirements of the satisfactory academic progress policy. The more clearly you present your circumstances, the better we will be able to evaluate your appeal. Please do not discuss your need for financial aid as part of your rationale for reinstatement of funds. It is assumed by the committee that any student filing an appeal is doing so based upon financial need.
2. **Explain, in detail, the changes** that have occurred in your personal situation or college preparations that will enable you to meet the University's satisfactory academic progress policy.
3. **DOCUMENTATION IS REQUIRED** for any documentable circumstance. This includes medical, legal, work, housing and other types of documentation. If a situation is documentable and we receive no documentation, your appeal will be denied automatically. We will NOT contact other offices for documentation; it is your responsibility to submit needed documents to our office. **List the supporting documentation** you will be submitting:

In most cases, you are required to provide supporting third party documentation. Acceptable documentation would include, but not be limited to, medical reports and/or records, police reports, newspaper obituaries, death certificates, and letters from professional sources such as clergy, attorneys, physicians, counselors/therapists, etc.

**Prepare your supporting documentation packet** and mail to: The University of Toledo, Office of Student Financial Aid, 1200 Rocket Hall, Mail Stop 314, 2801 West Bancroft Street, Toledo, Ohio 43606-3390. Documentation packet may also be dropped off at Rocket Solution Central, Room 1200, Rocket Hall. Make sure to mark your packet "SAP Review" to avoid delays in matching your packet to your appeal.

4. **Email your appeal to:** **FinancialAidSAP@utoledo.edu**

NOTE: You MUST email the appeal from your official university email account. Appeals received from non-university accounts will not be processed.