

Satisfactory Academic Progress Appeal Form for Financial Aid

(Please type or print neatly – illegible forms will not be processed)

Name: _____ Student ID: _____

Email: _____ Phone: _____ Expected grad date: (month/year) _____

Term in which you wish to appeal: Fall 20____ Spring 20____ Summer 20____

If you do not meet the [Satisfactory Academic Progress \(SAP\) requirements](#), you may appeal the loss of your financial aid provided you can describe and document a circumstance beyond your control that contributed to this deficiency.

Appeal Process and Form Instructions

1. Complete this form. Present and defend your case thoroughly and include documentation, which may include a letter from someone who is aware of your situation, such as an academic advisor, professor, a staff member, a doctor or counselor, employer or any other information that may support your case.
2. Email your completed form to upjaid@pitt.edu. **Incomplete forms and those submitted without documentation will not be processed. Appeals will be reviewed up to the 60% point of the term you are seeking financial aid.**
3. An appeal reviewed by the Appeals Committee does not guarantee reinstatement of financial aid.
4. The Appeals Committee will notify you of the outcome through your Pitt email. All appeal decisions are final and apply to your financial aid status only (academic appeals are a separate process altogether).

Written Appeal Process

1. Check the circumstance that applies to your SAP deficiency:

Personal illness or injury. Include appropriate medical documentation.

The death, serious illness, or injury of an immediate family member. Indicate your relationship and include a death certificate, obituary, or other documentation that would support your case.

Other special or extraordinary circumstances. Sufficiently verify with a written explanation as much third-party documentation you feel is needed to support your situation—remember, this is your only chance to present and to defend your case.

I have exceeded the 150% maximum timeframe. Include a detailed record of courses needed to complete your degree, signed by your advisor, and the terms when these courses will be completed.

2. Describe the circumstances impacting your academic performance. Include the dates or terms in which your situation occurred. Attach additional pages, if necessary.

3. Describe how you plan to meet the SAP requirements and to be successful in your coursework moving forward. Attach additional pages, if necessary.

Student Certification

I certify that all the information provided for this appeal is true, complete, and accurate.

If this appeal is approved, I will qualify for one of the following statuses:

- **Financial Aid Probation**—I will receive financial aid during the term for which I am appealing, provided it is mathematically possible for me to meet the SAP requirements upon completion of that term. Upon completion of the probationary term, I must meet the SAP requirements; otherwise, I will not be eligible to receive Title IV or University funded financial aid until I meet the SAP requirements on my own accord. I am also aware that in most cases, I will not be given the opportunity to submit another appeal.
- **Academic Plan***—If it is not mathematically possible for me to meet the SAP requirements upon completion of the term for which I am appealing, I may choose to accept the terms and conditions of an academic plan, written by the AVPAA, to regain my financial aid eligibility on a term-by-term basis, provided I meet the requirements outlined in the academic plan; otherwise, I will not be eligible to receive Title IV or University funded financial aid until I meet the SAP requirements on my own accord. I understand that entering into an academic plan is entirely optional, and I am also aware that in most cases, I will not be given the opportunity to submit another appeal.

If this appeal is denied, I understand the decision is final, and I will be ineligible to receive Title IV and University funded financial aid until I meet the SAP requirements on my own accord. I may still enroll in the PittPay Payment Plan and/or seek an alternative loan through a lender that does not require SAP should I need assistance paying for my education.

In addition, I understand this appeal does not include the reinstatement of:

- University scholarships. In order to maintain eligibility for University scholarships, I must maintain the cumulative GPA requirement outlined by the scholarship program. This requirement cannot be appealed.
- the PHEAA Grant. The Pennsylvania Higher Education Assistance Agency (PHEAA) has its own requirements for maintaining eligibility for the PHEAA Grant and its own [appeal](#) process.
- financial aid awarded by departments and organizations outside the Financial Aid Office.

Student's signature _____ Date _____

* I would like to enter into an academic plan with the University should one be needed (initial here) _____

Email completed form along with any attachments and supporting documentation to upjaid@pitt.edu.

For office use only: <input type="checkbox"/> MP <input type="checkbox"/> NMP	
Action Taken	
Appeal Approved: _____	Academic Plan _____ Probationary semester: Summer 20 _____ Fall 20 _____ Spring 20 _____
Appeal Denied: _____	Comment: _____