

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) _____
Appeal Term/Year: _____

All students enrolled at the University of Pittsburgh who could be eligible for federal Title IV student financial aid must maintain satisfactory academic progress (SAP) as prescribed by federal regulations. Students applying for financial aid from sources provided by the University of Pittsburgh at 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 and may appeal the denial based on extenuating circumstances. Appeals must be accompanied by a written explanation of the extenuating circumstances and by appropriate documentation.

Appeal Process and Form Instructions

1. Return this signed form and all required documentation to the address on the back of this form. Students wishing to submit an appeal need to complete this process no later than **the end of add/drop**.
2. Unsigned forms and those submitted without proper documentation will not be processed.
3. An appeal reviewed by the Appeals Committee does not guarantee reinstatement of financial aid.
4. The SAP Committee will review your appeal and supporting documentation. The Committee's decision will be sent to your Pitt email account within approximately ten (10) business days.
5. All appeal decisions made by the SAP Committee are final.

A. BASIS FOR APPEAL

1. Check the circumstance that applies to the reason for your SAP deficiency. Appeals submitted without supporting documentation will not be considered.

____ 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 understand, in addition to this appeal form, that I must provide a copy of my degree audit data. To continue to receive federal financial aid, I must be able to complete my degree within three terms. Financial aid will only pay for those classes necessary for me to complete 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 2.0 cumulative grade point average. Attach additional page if necessary.

3. What steps have you taken, or will you take, to ensure that you will complete all of your course requirements in the future? Please explain changes in your situation since the extenuating circumstances occurred that will allow you to complete your course requirements successfully to achieve a cumulative 67% completion rate and/or a 2.0 cumulative GPA. Attach additional page if necessary.

B. STUDENT CERTIFICATION

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

If this appeal is approved, I understand that I will be either be placed on 'financial aid probation' status for one semester only and will receive financial aid for one semester only because it has been determined that I can meet the 2.0 GPA and 67% completion in one term or I will be placed on an 'academic plan' status because it has been determined that I will not meet the 2.0 GPA and 67% completion requirement in one term. At the end of the probationary or academic plan timeframe, I must meet the conditions of the financial aid SAP appeal to receive Title IV and other University of Pittsburgh at Titusville financial aid. I further understand that if I do not meet the conditions of my 'probation' or my 'academic plan' as set out in the SAP policy I will have to complete at least 6 credits needed for graduation financially on my own and obtain at least a 2.0 term GPA before I can appeal again. If GPA was an issue, I understand that I must also obtain at least a 2.3 in the term I complete on my own as well.

I certify that this appeal may represent my plan for completion because I am near or over the 150% timeframe for my degree.

Students who have not met SAP and whose appeals are denied are ineligible for Title IV and other University of Pittsburgh at Titusville financial aid. They may be eligible for the university payment plan and/or certain alternative loans through private lenders.

I am aware of and understand the exceptions to an appeal approval as noted below:

Students awarded University monies should reference his/her original award letter to review eligibility requirements. These GPA requirements cannot be appealed.

Students awarded a Pennsylvania Higher Education Assistance Agency (PHEAA) grant must meet the academic progress standards established by the Commonwealth of Pennsylvania to have the grant continued. Requests for reinstatement of a PHEAA grant are not covered by this appeal.

Financial aid awarded by departments or organizations outside the Financial Aid Office are not covered under this appeal.

I understand that all appeal decisions are final.

Student's Signature _____ **Date** _____

Submit completed form along with appropriate documentation to:

**University of Pittsburgh at Titusville
Financial Aid Office
504 East Main Street
Titusville, PA 16354**

For office use only:

___ Grant ___ Deny Brief explanation: _____
_____ Initials _____ Date _____

___ Grant ___ Deny Brief explanation: _____
_____ Initials _____ Date _____

___ Grant ___ Deny Brief explanation: _____
_____ Initials _____ Date _____

Action Taken
Appeal Approved: _____ Probationary semester: Summer 20_____, Fall 20_____, Spring 20 _____

Appeal Denied: _____ Comment for appeal denial: _____