

**Office of Financial Aid Services**

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## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

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Name (please print)

MSU ID

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E-mail

Telephone

The Office of Financial Aid Services has established guidelines (based on federal regulation) for evaluating your academic progress. These were included in the Information Guide you signed off as having read as a condition of financial aid disbursement. These Satisfactory Academic Progress (SAP) standards can be but are not the same as University Scholastic Standards. The SAP policy is listed at [http://www.montana.edu/financialaid/forms/SAP%20Policy\\_web\\_8-12.pdf](http://www.montana.edu/financialaid/forms/SAP%20Policy_web_8-12.pdf). If you have incurred circumstances such as a family death, serious injury to self or family or some other extenuating circumstance, you have the right to appeal. The appeal is the committee's only reference point regarding your desire and ability to be successful at MSU. A complete appeal is clear, concise, and includes appropriate documentation from valid sources. Incomplete appeals will be denied.

### SUCCESSFUL APPEAL REQUIREMENTS:

1. **Attach a typed personal statement that contains a detailed description** of the exceptional circumstances. The narrative should address the following:
  - a. The nature and timing of the circumstances (e.g. injury or illness, death of a loved one). A student with a maximum credit hour violation must address the circumstances that prevented their graduation within the applicable credit limit. Be specific when referring to credit amounts and time periods. If your deficiencies occurred over the course of multiple terms, please address performance issues over all terms in question.
  - b. How the circumstances that affected your ability to meet the standards have been resolved. A positive resolution for how the circumstances have been or will no longer be an issue should be included.
  - c. What resources you intend to use to prevent the circumstances from occurring again.
2. **Attach supporting documentation** verifying the circumstances in the personal statement (see item 1 above). Maximum credit hour violation appeals must include a completed **Plan of Study** Form signed by an academic advisor or department official. Medical documentation may be from an authorized medical representative, insurance form or billing statements that include supporting dates. Supporting statements from an individual must specify the relationship of the individual to the student and be signed and dated. Documentation must be in written form. The Office of Financial Aid Services will not contact references on a student's behalf.

**\*\*You have the right to privacy.** All records and data submitted with your application for financial aid are treated as confidential information. The Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of a student's educational record, and Montana State statutes, specify that the University may not release information from a student's record to anyone outside the University without the express written consent of the student. These confidential records include financial aid, scholarship, and billing/account information.

**DEADLINES:** Appeals must be received in the Office of Financial Aid Services no later than **November 15 for Fall Semester, March 31 for Spring Semester and June 30 for Summer session** aid consideration. Appeals received will be reviewed as soon as possible, but may take up to two weeks or more depending on the appeal volume at the time submitted. If you appeal has not been reviewed prior to the 15<sup>th</sup> class day, arrangements for accepting your student bill must be made with the assumption that you will have no aid.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_