



# Satisfactory Academic Progress Appeal Form

For students enrolled in on-campus programs, please forward your completed appeal to:  
CPO 59, 521 Lancaster Ave, Richmond, KY 40475, fax: 859-622-2019 or email [finaid@eku.edu](mailto:finaid@eku.edu)

For students enrolled in online programs, please forward your completed appeal to:  
1711 Commonwealth, 521 Lancaster Ave, Richmond, KY 40475, fax: 859-622-7113

To maintain eligibility for federal financial aid, regulations require students to maintain Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress is defined as:

Cumulative GPA is at least 2.0 for undergraduates or 3.0 for graduate students
At least 67% of all attempted credit hours must be successfully completed (transfer hours count toward this total)
Degree must be completed within 150% of the published credit hours (transfer hours count towards this total)

To appeal for reinstatement of financial aid eligibility at EKU, please complete this form and submit it to the Financial Aid Office with all required information and documentation (see #3 below). **Incomplete appeals will be DENIED.**

**Deadline: Fall Semester- November 15<sup>th</sup>; Spring Semester- April 15<sup>th</sup>; Summer Semester- July 15<sup>th</sup>**  
**Any appeals received after the due date will be denied and returned.**

Name: \_\_\_\_\_ EKU ID# \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

EKU Email Address: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

Degree Program/Major: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Term for which you want to receive aid: \_\_\_\_\_ (Cannot be submitted past the deadline)

Students have the right to appeal for a reinstatement/extension of financial aid eligibility if there were **extenuating circumstances** which prevented Satisfactory Academic Progress. **Extenuating circumstances** are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress.

**Reason for your lack of Satisfactory Academic Progress (check all that apply):**

- Illness and/or Injury
- Death
- Separation, Divorce, Custody Issues
- Other (please specify)\_\_\_\_\_

**Financial Aid Appeals must include all of the following (incomplete appeals will be denied):**

1. The Satisfactory Academic Progress Appeal Form (completed in ink, legible and signed in ink).
2. A detailed typed and signed letter from the student which:
  - a. Thoroughly explains the circumstances which prevented satisfactory academic progress in the past and how/why those circumstances affected the student, AND
  - b. Clearly explains how the circumstances have been resolved to ensure satisfactory academic progress in the future. This should include the steps/resources that will be taken to improve academic performance.
3. Documentation to support/verify the circumstances cited in the letter. For example, illness and/or injury can be documented with hospital or insurance records; a death can be documented with an obituary or funeral card/program; divorce can be documented with signed letter from a lawyer or a copy of the divorce decree, etc. Letters must be signed and must contain contact information (the phone number, email address, etc. of the person who wrote and signed the letter). Documentation cannot be from family members, significant others, roommates, etc.
4. If you are appealing because you will not earn your degree within the 150% timeframe, you must attach a list from your advisor of the required classes you still need to take and your estimated graduation date.

**Initial and sign below:**

- I understand that if my appeal does not include all documents listed above it will be denied.
- I understand that appeals cannot be approved after the deadline of a semester. (Listed on form)
- I understand that this appeal is for financial aid purposes only.
- I have read EKU’s Satisfactory Academic Progress Policy at <http://finaid.eku.edu/satisfactory-academic-progress-sap>
- I understand that I am responsible for making necessary payment arrangements for any charges I owe the University regardless of the outcome of my appeal.
- I understand that I am responsible for making sure all my appeal materials have been submitted.
- I understand that if my appeal is approved, any aid I may receive could be delayed because my unsatisfactory academic progress may have delayed the awarding process.
- I certify that the information I have provided in this appeal is true and complete.
- I understand that there is a maximum of three (3) EKU financial aid appeals. After that number is reached all future appeals will be denied.

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

\_\_\_\_\_  
Date

Office Use Only:

Denial Code:			
Hours Attempted:		Hours Earned:	
PACE:		GPA:	
Sub Borrowed:	Unsub Borrowed	Total Borrowed:	
Sub Remaining	Unsub Remaining	Total Remaining	
Pell:			
Notes			
Decision:			