

SAPFAL/SAPSPR/SAPSUM _____ **Ferris State University Office of Scholarships & Financial Aid**
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (FASAP) APPEAL FORM

DOCUMENTS MAY BE SUBMITTED VIA U.S. MAIL, FAX, OR SECURE UPLOAD. TO UPLOAD DOCUMENTS: LOG INTO MyFSU, STUDENT TAB, FINANCIAL AID ICON, and SELECT "SECURE DOCUMENT UPLOAD" ICON. EMAILED DOCUMENTS ARE NOT SECURE AND CANNOT BE ACCEPTED.

FSU Office of Scholarships & Financial Aid
1201 S. State Street, CSS 101, Big Rapids, MI 49307
Phone: 231 591-2110 Fax: 231 591-2950
Email: finaid@ferris.edu

(DO NOT EMAIL DOCUMENTS)

Kendall College of Art & Design
17 Fountain Street NW, Grand Rapids, MI 49503
Phone: 616 451-2787 Fax: 616 831-9689
Email: kcadfinaid@ferris.edu

Name: _____ FSU Student ID#: _____

Term for which aid reinstatement is requested _____ Last semester attended _____
IF YOU HAVE RECEIVED NOTIFICATION THAT YOUR FINANCIAL AID HAS BEEN SUSPENDED AND YOU WISH TO APPEAL THAT DECISION, PLEASE FOLLOW THE INSTRUCTIONS BELOW:

REASON FOR DENIAL OF FINANCIAL AID (check all that apply):

- A.** I am an undergraduate or professional student and do not have a cumulative GPA of at least a 2.0; or I am a graduate student and do not have a cumulative GPA of at least a 3.0.
- B.** I did not complete 67% of the credits that I attempted.
- C.** I failed to complete all classes in a semester due to an unofficial withdrawal.
- D.** I have exceeded the attempted number of credits allowed for my degree (Associate degree = 90 credits; Bachelor degree = 180 credits; or Graduate degree = 60 credits).

YOU MUST SUBMIT or COMPLETE THE FOLLOWING:

1) THIS APPEAL FORM.

2) YOUR PERSONAL STATEMENT explaining why you failed to achieve satisfactory academic progress. The statement should include:

- Any extenuating circumstances* that apply to your situation (see Examples below).
- Your perspective as to what led to this academic difficulty.
- Explain how your circumstances have changed, allowing you to successfully make satisfactory progress.
- Resources you intend to use to assist you in becoming successful

**Examples:*

For A, B or C above, examples of extenuating circumstances could include things like the death of an immediate family member, serious medical illness or injury, or other circumstances beyond your control. Include third-party documentation to support your claims. For D above, extenuating circumstances for attempted credit hours could include multiple program changes or other similar situations.

3) A FASAP ACADEMIC EVALUATION FORM (If you checked **A or B** in the box above); **OR A FASAP PROGRAM AUDIT FORM** (If you checked **D** in the box above). Contact your advisor or College Dean's Office for completion of the appropriate form.

ONLY COMPLETE APPEALS SUBMITTED BY ADMITTED STUDENTS WITH A VALID FAFSA ON FILE WILL BE EVALUATED.

This appeal is for financial aid purposes only. It does not substitute for college review of your progress and will not influence whether you are academically dismissed from Ferris State University. Your academic history, prior appeals (if any), choice of major and other pertinent information will be considered when making a decision on your appeal.

By signing this form, I certify that all of the above information is complete and correct. Student must sign this form in ink. Electronic or typed signatures are NOT acceptable.

Student Signature

Date

Student Phone #

**FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS
APPEAL CHECKLIST**

Please use the checklist below to assist you in submitting a complete and thorough Standards of Academic Progress Appeal. All items below are necessary to fully illustrate your situation.

- 1) Read thoroughly and complete the Financial Aid Standards of Academic Progress Appeal Form.
- 2) Written statement: Explain the circumstances that caused you to fall below the minimum academic standards for financial aid recipients. Include events and dates. (Per federal regulations, extenuating circumstances include the serious illness or injury of the student, death of a relative, or other special situations.) Also, explain what has changed in your situation, which will allow you to be successful in the future. **YOUR STATEMENT SHOULD BE TYPEWRITTEN.**
- 3) Attach third party documentation that supports your written statement. **IF YOU DO NOT ATTACH DOCUMENTATION, WE WILL ASSUME THAT NO DOCUMENTATION EXISTS TO SUPPORT YOUR STATEMENT.**
- 4) Contact your academic advisor regarding creating an Academic Plan for success. Your advisor has access to, and will complete, a portion of the Academic Plan form. You will receive this form from your advisor, after they have completed certain required information. You are REQUIRED to complete the student section.
- 5) Submit your:
 - Completed appeal form,
 - Written statement,
 - Supporting documentation,
 - Academic Plan.

TOGETHER to the Ferris State University Financial Aid Office 1201 S. State St., Big Rapids, MI 49307. You may submit your appeal by mail, fax it to 231-591-2950, or electronically via the secure upload link in MyFSU. The FSU Financial Aid Office does not accept emailed documents, as email is not considered secure.

**MAKE SURE THAT YOUR APPEAL FORM AND ACADEMIC
PLAN ARE SIGNED BY YOU IN THE APPROPRIATE AREAS.**

INCOMPLETE APPEALS WILL NOT BE ACCEPTED.

**SUBMIT YOUR APPEAL EARLY – ALL APPEALS ARE REVIEWED
IN THE ORDER IN WHICH THEY WERE RECEIVED.**