In order to appeal the denial of financial aid due to the failure to maintain Satisfactory Academic Progress, you must **complete** this form and **attach the required documentation**. Forms lacking appropriate documentation will be regarded as incomplete. Please submit this form to your Dean’s Office for review.

Please read and complete this application carefully.

Last Name:_____________________________ First Name:______________________________

Student ID Number:________________________

Telephone: _____________________________E-Mail Address:__________________________

Please indicate the semester for which the appeal is to be considered.

- [ ] Fall 2020
- [ ] Spring 2021

Have you had a previous appeal? [ ] No [ ] Yes (Indicate semester of the previous appeal) _____

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**Types of Appeals**

Please check the appropriate category (More than 1 category may apply)

- [ ] GPA - If this appeal is based upon your cumulative grade point average, **you must address** the issue of completing courses with a GPA lower than what is required for your school (see the Undergraduate/Graduate Bulletin).
- [ ] Minimum credit completion - If the ratio of hours attempted to hours passed is less than required (see the Undergraduate/Graduate Bulletin), **you must address** enrolling in courses and receiving a Withdrawal/s (Ws) or an Incompletes (Is) which have negatively affected your completion ratio.

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**Reasons for Appeal**

Please indicate which mitigating situation best applies to the reason you have experienced academic difficulty. Then, **you must provide** a detailed explanation of the factors contributing to your lack of academic progress. Also, please describe the steps taken to prevent future unsatisfactory academic progress.

- [ ] Medical: If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
- [ ] Death/Illness: If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, etc.
- [ ] Change of Major: If a change of major has contributed to the lack of academic progress, please attach a copy of the change of major form/s that you submitted to the Registrar’s Office.
- [ ] Other Circumstances: Please clearly state the circumstance (not listed above) and provide appropriate documentation.

*All mitigating circumstances must be documented*
**Explanation**
You must provide a written explanation below regarding the reasons that you are failing to meet the satisfactory academic progress requirements. If additional space is needed, please feel free to attach an additional page.

I have read the Fordham University Satisfactory Academic Progress Policy and am submitting a complete SAP Appeal Form. I understand that a SAP Appeal Form that is incomplete or lacks appropriate documentation can delay the decision of my appeal.

_______________________________________  _______________
Student Signature      Date

For Office Use Only:
Choose one option only
☐ Waiver Denied
☐ Waiver Approved – Probation for ☐ Fall 2020 or ☐ Spring 2021 (Check one and detail below)
☐ Waiver Approved – Academic Plan (Detail below)

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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______________________________________________ __________________________________ _____________
Dean/Administrator’s Name – Title (Print)                         Dean/Administrator’s Signature                 Date

*Please return completed form directly to:
Lincoln Center/Westchester: James Cirillo – Leon Lowenstein Bldg., 2nd Floor
Rose Hill: Frances Zurinaga – Thebaud Hall