Plymouth State University is required by federal regulations to ensure students receiving financial assistance are making Satisfactory Academic Progress (SAP) towards completing their degree. For this reason, your academic transcript is reviewed yearly (NOTE: certificate students are reviewed each term), to verify that you have completed the required number of credits, maintained the minimum grade point average, and are completing your degree or certificate objective within the maximum timeframe to continue receiving financial aid. As you were previously informed, you are not meeting the SAP standards and have been placed on financial aid suspension.

While you are expected to meet minimum SAP requirements to maintain your financial aid eligibility, we understand that extenuating circumstances can sometimes prevent students from making satisfactory progress towards their degree or certificate. You have the right to appeal your aid suspension if you were close to meeting the minimum requirements and had documentable extenuating circumstances that interfered with your academic performance and compromised your ability to meet the required standards, and you have not received a prior SAP Probation.

Please complete the steps outlined below and return this form along with supporting documentation to our office. 

**NOTE:** Appeals must be submitted four weeks prior to the end of the term for which aid is requested. Appeals are not retroactive.

1. Write a letter that provides: (1) a complete explanation of the circumstances that caused you not to meet the SAP standards, (2) the actions you are taking to regain the standards, and (3) the steps you will take to ensure you will continue to meet SAP standards in future terms. If you are pursuing a second degree, you should explain your rationale for the pursuit of a second degree.

2. Attach any appropriate supporting documentation that can help substantiate your letter of appeal. Supporting documentation may include letters from instructors, academic counselors, Dean of Students personnel, doctors, ministers, or others who are knowledgeable about your situation.

Student Certification and Signature:
I understand if my appeal is approved, I will be required to successfully complete all course(s) listed in my academic progress/degree plan with no F, I, IC, NP, W, or AF grades. I understand my aid will be re-suspended if the terms of the plan are not met.

- I certify that all the information submitted is accurate and complete.
- I understand submission of this appeal does not guarantee that my financial aid eligibility will be reinstated.
- I understand that I am responsible for paying all tuition and fees due to the University until my appeal has been reviewed, and without the expectation of financial aid reimbursement.

Signature of Student ___________________________ Date________________________

(Electronic signatures will not be accepted.)

Once we receive the above requirements, the PSU Student Financial Services office will begin reviewing your appeal and a decision will be made. For approved appeals, students will be placed on financial aid probation and will be eligible to receive financial aid while on probation. At the end of each probationary semester students will be re-evaluated and will be placed back on financial aid suspension if they did not meet all requirements of their academic plan. Please note: Students placed on a 2nd financial aid suspension are unlikely to have a second SAP appeal approved. Students may also regain eligibility by taking and paying for their classes by other means and raising their cumulative GPA and completion rate to meet the SAP standard.

Helpful link: Satisfactory Academic Policy and Repeated Coursework Policy for Graduate Students
https://campus.plymouth.edu/financial-aid/graduate-student-financial-aid/

Student Financial Services, 17 High Street, MSC #19, Plymouth, NH 03264
Phone (603) 535-2338; Toll Free (877) 846-5755; Fax (603) 535-2627; psu-sfs@plymouth.edu; go.plymouth.edu/aid