



Graduate Satisfactory Academic Progress (SAP) Appeal Checklist

Graduate SAP Requirements:

To remain eligible for Federal financial aid, a graduate student must meet ALL of the following requirements:

- Maintain a minimum cumulative GPA of 3.0 or better
- Complete at least two-thirds (66.67%) of all cumulative attempted credits.
- Complete the degree program within the maximum time frame as defined in the AU Academic regulations

Certificate - - - - - 4 years

Masters/MBA Degree - - - - - 6 years

PhD Degree - - - - - 9 years

For the complete SAP Policy, please see: <http://www.american.edu/financialaid/satisfactoryprogress.cfm>

Required items for appeal: Students with extenuating circumstances may submit an appeal in writing to the Financial Aid Office to request a reinstatement of financial aid. Appeals will be considered on a case by case basis. The appeal letter must include the following:

- Explanation of extenuating circumstances** that prevented you from meeting the SAP requirements.
- Course of action** that has been taken or will be taken to address the extenuating circumstances described.
- Supporting Documentation** should be provided to verify the extenuating circumstances that occurred. The type of document(s) you attach will vary depending on your individual circumstances. For example, if you indicated a medical issue in your letter, then you could attach a letter from your doctor confirming the medical issue existed, that treatment was/is underway, and that you are able to return successfully to school.
- If you are exceeding the maximum time frame**, your appeal must also include a copy of your approved Extension of Candidacy form along with your plan of study indicating what courses will be taken over the next year, how many credits are needed to graduate, and the anticipated graduation date.

Appeal Review Information:

All appeals must be submitted in writing by the student and addressed to: "Financial Aid Office Re: SAP Appeal." Appeals will not be accepted from parents or other third parties. Appeals may be submitted online at justask.american.edu or via fax to 202-885-1025 or mailed to our office **Attn: AU Financial Aid Office, 4400 Massachusetts Avenue, NW., Washington DC 20016-8001.**

The Financial Aid Appeals Committee will only review complete appeals, so all required documentation must be attached. Once a **complete appeal** has been received, a written response will be rendered within 7-10 business days.

If approved, the written response will include the approved actions that must be taken over the next semester to remain eligible for financial aid and the date the next SAP review will take place. A student with a successful appeal will be allowed to receive aid for ONE SEMESTER only. At the end of that semester, an additional SAP review will be conducted to ensure that the student is meeting the terms of the SAP appeal. If the student is found to be meeting the terms of the approved appeal, aid will then be awarded for an additional semester. This review will take place on a semester basis until the next scheduled annual review occurs in May 2020.