Undergraduate Satisfactory Academic Progress (SAP) Appeal Checklist

Undergraduate SAP Requirements:

| Undergraduate students receiving Federal aid and Full-Time* Undergraduate students receiving institutional need-based aid… (*includes all students enrolled full-time for either the fall or spring semesters) | • Maintain a minimum cumulative GPA* of 2.0 or better  
• Complete at least 66.7% of all cumulative attempted credits  
• Complete the degree program within 150% of the published program length** |
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| Full-Time Undergraduate students receiving institutional Merit aid must… | • Maintain a minimum cumulative GPA* of 3.0 or better  
• Complete at least 66.7% of all cumulative attempted credits  
• Complete the degree program within 150% of the published program length** |

*Cumulative SAP GPA is calculated using all attempted course work. This includes all repeated course work regardless of freshman forgiveness. As a result, the SAP GPA may differ from the GPA that appears on the student’s academic transcript. For the complete SAP Policy, please see: [http://www.american.edu/financialaid/satisfactoryprogress.cfm](http://www.american.edu/financialaid/satisfactoryprogress.cfm)

**AU Undergraduate (UG) institutional need and merit-based awards are renewable for up to 4 years or 8 semesters of UG study. UG awards can ONLY be used for course work that is required for UG degree completion

SAP Appeal Checklist:
Please note: Your SAP appeal will not be reviewed by the Financial Aid Appeals Committee until all the following have been received:

- An appeal letter that includes:
  - Detailed written explanation of the circumstances that prevented you from meeting SAP.
  - Course of action that has been taken and/or will be taken to address the extenuating circumstances described.
  - When possible, supporting documentation should be provided to verify the occurrence of extenuating circumstances. For example, if the extenuating circumstances were an illness, then the student would attach a note from his doctor confirming the illness took place, that treatment was/is under way, and that the student is now able to successfully return to school.
  - If you have an incomplete grade (I), a complete appeal is required. The appeal must provide the reason for the incomplete and the anticipated completion date for the course(s) with (I) grades.

- If you have exceeded the maximum time frame for completion of your degree requirements, your appeal letter must also include:
  - Plan of study indicating the courses needed to complete the degree requirement(s), a timeframe for when the course(s) will be taken, and your anticipated graduation date.

Appeal Review Information:
- All appeals must be submitted by you, the student. Appeals will not be accepted from parents or other third parties. To submit a SAP appeal electronically, click [here](http://www.american.edu/financialaid/satisfactoryprogress.cfm) and enter your AU e-mail and MYAU portal password. Appeals may also be submitted via fax to 202-885-6064 or via mail to the AU Financial Aid Office, 4400 Massachusetts Avenue, NW, Washington DC, 20016-8001.
- Incomplete appeals will be denied.
- The Financial Aid Office will send an E-mail to your AU e-mail address once an appeal decision has been made.
- Please note, every effort should be made to meet SAP requirements upon appeal approval as second SAP appeals are unlikely to be approved.