

## 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)	<ul style="list-style-type: none"> <li>• Maintain a minimum cumulative GPA* of 2.0 or better</li> <li>• Complete at least 24 credits within the fall and spring semesters</li> <li>• Complete at least 66.7% of all cumulative attempted credits</li> <li>• Complete the degree program within 150% of the published program length**</li> </ul>
Full-Time Undergraduate students receiving institutional Merit aid must...	<ul style="list-style-type: none"> <li>• Maintain a minimum cumulative GPA* of 3.2 or better</li> <li>• Complete at least 30 credits within the fall and spring semesters</li> <li>• Complete at least 66.7% of all cumulative attempted credits</li> <li>• Complete the degree program within 150% of the published program length**</li> </ul>

\*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>

\*\*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](#) 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.