

2024-2025 Satisfactory Academic Progress (SAP) Appeal Form



**JACKSONVILLE
UNIVERSITY**

Last Name: _____

First Name: _____

ID# _____

Phone: _____

Email: _____

A student who is no longer eligible for Federal, state* or institutional financial aid due to a failure to meet Satisfactory Academic Progress standards and who has been placed on Financial Aid Suspension may appeal this status.

We recommend that you submit your SAP Appeal by July 11, 2025 to insure processing before the start of the Fall semester. Fall and Spring semester appeals must be submitted no later than 30 days prior to the end of the semester for which you want to receive financial aid. **Summer semester appeals must be submitted at least ten days prior to the last day of YOUR summer class.** Incomplete or appeals submitted after the start of the semester may jeopardize the reviewing of your appeal in a time frame that would allow your financial aid to disburse. Incomplete appeals or appeals submitted after the deadline may not be processed and your financial aid may be canceled.

Please indicate the semester for which the appeal and financial aid funding is to be considered

_____ Summer 2025

_____ Fall 2025

_____ Spring 2026

Review your SAP status by signing in to your self-service portal (<http://selfservice.ju.edu>). Click on the red status bar.

This will take you to your SAP status.

Complete the following information from the SAP Details:

Cumulative GPA _____

Cumulative Pace _____

SAP Status	SAP Details
Evaluation Period:	Maximum Program Credits
Program:	Cumulative Attempted
SAP Status:	Cumulative Completed
	Cumulative GPA
	Cumulative Pace

A complete appeal request will include the following:

- ☐ This form
- ☐ A typed explanation that includes the following
 - Reasons and/or factors contributing to your lack of academic progress
 - Steps you will take to correct the problems that have prevented you from making satisfactory academic progress. We encourage you to take advantage of campus resources such as tutoring, the Writing Center and the Counseling Center.
- ☐ A current unofficial transcript (available through your self-service portal)
- ☐ Third-party documentation that supports the reasons/factors contributing to your lack of academic progress

If any of the four items above are missing, this appeal will be regarded as incomplete.

☐ Check here if your appeal is based on a grade change or grades earned after Spring 2025

For this, please submit this form with:

- ☐ A written statement
- ☐ A current unofficial transcript (available through your self-service portal)

Some examples of unusual circumstances follow, along with examples of appropriate documentation required to support the appeal:

Circumstance	Examples of Supporting Documentation
The student's own mental or physical illness, injury or disability	Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital billing statement)
Death of a family member or significant person in the student's life	Provide a copy of an obituary or death certificate
Illness, accident or injury of a significant person in the student's life	Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital billing statement) related to the individual for whom the student provided care or support
The student's own divorce or separation or the divorce or separation of the student's parent(s)	Provide an attorney's letter on law firm letterhead, petition for dissolution, or a copy of the divorce decree
Personal circumstances other than the student's own mental or physical illness or injury or disability; issues with the student's spouse, family, roommate, or other significant person in the student's life	Provide a written statement from an attorney, professional advisor or counselor
Natural disasters	Provide a written statement and/or supporting documentation

The outcome of this appeal will depend on the nature of the circumstances and the quality of the documentation the student provides. All documentation submitted is confidential.

If your appeal for institutional and/or Federal aid is approved, financial aid will be reinstated for one semester. Failure to meet the standards for satisfactory academic progress after one semester, will result in the suspension of Federal and institutional financial aid. However, an academic plan will allow the student additional time to meet the standards for satisfactory academic progress. We strongly recommend all students with an approved appeal complete an academic plan. Additional information about the academic plan will be provided to all students with an approved appeal.

*Note regarding financial assistance awarded by the state of Florida: This appeal will be applied toward state assistance, if you are eligible. EASE and FSAG require a cumulative GPA of 2.0 or higher. The Academic level for Bright Futures requires a minimum cumulative GPA of 3.0. The Medallion level for Bright Futures requires a minimum cumulative GPA of 2.75. Completion for state aid is not based on a cumulative calculation, but rather the hours completed during the academic year. More information regarding renewal requirements for state assistance can be found on the state website. (<https://www.floridastudentfinancialaidsg.org>)

If your appeal for state aid is approved, state financial assistance will be reinstated for one year. Academic plans do not apply to state assistance. Eligibility for the next academic year will be reviewed at the end of the spring semester.

I have read all of the information provided in this document as well as the Jacksonville University Satisfactory Academic Progress Policy found on the JU website (<https://www.ju.edu/financialservices/help/forms.php>).

I am submitting a complete SAP appeal form. I understand that the financial aid appeal committee will not review a SAP appeal form that is incomplete or lacks appropriate documentation. I also understand that the committee's decision will be mailed to me within 30 days after submitting the complete appeal.

Student's Signature

Date

Return the completed form with all required documentation as an email attachment to the appropriate financial aid counselor listed below: (Caseload assignments have recently changed. Please review the list below for your current financial aid counselor

Undergraduate students (Divided by last names)

- Students Last Names A - D

Sherry Steelman

sbrugge@ju.edu

- Students Last Names E - K

Bianca Johnson

bjohnso51@ju.edu

- Students Last Names L - Q

Hannah Owens

howens2@ju.edu

- Students Last Names R - W

Misty Pippin

mpippin1@ju.edu

Graduate students:

Melissa Mack

mmack@ju.edu