

Undergraduate Satisfactory Academic Progress (SAP) Appeal Checklist

Undergraduate SAP Requirements:

Undergraduate students receiving Federal aid must...	<ul style="list-style-type: none"> • Maintain a minimum cumulative GPA* of 2.0 or better • Complete at least 66.67% of all cumulative attempted credits • Complete the degree program within 150% of the published program length*
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"> • Maintain a minimum cumulative GPA* of 2.0 or better • Complete at least 24 credits within the fall and spring semesters • Complete at least 66.67% of all cumulative attempted credits • Complete the degree program within 150% of the published program length*
Full-Time Undergraduate students receiving institutional Merit aid must...	<ul style="list-style-type: none"> • Maintain a minimum cumulative GPA* of 3.2 or better • Complete at least 30 credits within the fall and spring semesters • Complete at least 66.67% of all cumulative attempted credits • Complete the degree program within 150% of the published program length* • <i>*Undergraduate (UG) merit awards are renewable for up to 4 years or 8 semesters of UG study. UG merit awards CANNOT be used for graduate level</i>

*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>

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.
 - Supporting documentation that confirms the extenuating circumstance(s) and supports your plan of action for addressing the issue(s). For example, if the basis of your appeal is medical, then you should provide a letter from your doctor confirming that a medical issue existed, that treatment was/is underway, and that you can successfully return to school. If tutoring is a part of the plan to get back on track, then you should provide a copy of your tutoring schedule or letter from your academic advisor as your supporting documentation.
 - 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 full 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.