

Satisfactory Academic Progress for Financial Assistance Appeal Form

Overview:

Boston University Financial Assistance is required by federal regulation to ensure students receiving financial aid are making academic progress towards completing their degree. For this reason, your Boston University academic transcript is reviewed each year to verify that you have completed the required number of credits and maintained the minimum grade point average to continue receiving financial aid, including credit-based educational loans. If your academic performance has fallen short of these standards and you would like to appeal that determination, you must complete the attached Satisfactory Academic Progress Appeal Form. You may be asked to supply additional information in support of your appeal. More information about BU Financial Assistance Satisfactory Academic Progress standards is available at: http://www.bu.edu/finaid/eligibility/sap_renewal.html.

Satisfactory Academic Progress Standards:

Minimum Credit Hours

- Full-time students must successfully complete a minimum of 12 Boston University credits, not including Physical Development Program (PDP) courses, in each semester in which they are enrolled.
- Students must successfully complete at least 75 percent of the total credits for which they enroll whether they are enrolled part time or full time.

Minimum Grade Point Average

- Students at all grade levels must maintain a minimum cumulative grade point average of 2.00 for renewal of federal, state, and Boston University financial aid, and for certification of all credit-based loans.
- Grades earned at institutions other than Boston University and Physical Development Program (PDP) courses are not considered in the GPA calculation.

Instructions for Completing Appeal Form:

Section I: must be completed by the student.

Section II: must be completed by the student and forwarded to an academic official at the appropriate school/college. Please see school/college office listing **below Section II** for advising office contact information.

Section III: must be completed by an academic official after receiving **Section II**. After completing section III, the advisor must return to the student for final submission through the BU FinAid Portal.

Deadline: August 1st: We encourage the student to submit a complete appeal through the BU FinAid Portal as early as possible before the deadline. After the deadline, appeals will continue to be reviewed in the order they are received. However, a response prior to the start of the semester is not guaranteed for late appeals. Students enrolled for the upcoming semester will incur and be responsible for all charges if the appeal is not approved.



Section I: Completed by the STUDENT

Name: _____ BU ID#: _____

College: _____ Major: _____

Class Year: _____ Graduation Date: _____

Email Address: _____ Phone Number: _____

**If further explanation is necessary, you may include additional information as a separate sheet.
Attach documentation in support of your statements below, as appropriate.**

Summarize circumstances related to why you did not meet Satisfactory Academic Progress standards:

What changes have you made that make you feel ready to succeed in the upcoming semester?



Section II: Completed by the STUDENT, forwarded to the ACADEMIC OFFICIAL

Name: _____ BU ID#: _____

Summarize your **academic action plan** for meeting Satisfactory Academic Progress standards below. Describe your path towards graduation, keeping in mind that institutional financial aid is limited to eight semesters of scholarship, total. Please include the following, if applicable, in this section:

- If you have an academic action plan form completed with an advisor, please attach it.
- If you received **incomplete grades** in any previous semester, please include your detailed completion timeline for each individual incomplete course. Failure to provide a timeline for completion of these courses may delay review of your appeal.
- If you have a balance owed for a previous semester, include your plan for resolving the balance. Financial aid cannot be awarded for a new semester while there is an outstanding prior balance on your student account.

Please forward Section II to an academic official so they may complete Section III.



School/College Official Listing: Please refer to the chart below to determine where to send Sections II and III:

<u>College of Arts and Sciences</u> Academic Advising 100 Bay State Road Room 401 Phone: 617-353-2400 Email: casadv@bu.edu	<u>College of Communication</u> Undergraduate Affairs 640 Commonwealth Avenue Room 123 Phone: 617-353-3471 Email: comugrad@bu.edu	<u>College of Engineering</u> Undergraduate Programs 44 Cummington Mall Room 107 Phone: 617-353-6447 Email: engineering@bu.edu	<u>College of Fine Arts</u> Academic Advising 855 Commonwealth Avenue Phone: 617-353-3350 Email: cfastu@bu.edu
<u>College of General Studies</u> Student Services 871 Commonwealth Avenue Room 211 Phone: 617-353-2850 Email: cgs@bu.edu	<u>Sargent College of Health & Rehabilitation Sciences</u> Academic Services Center 635 Commonwealth Avenue Room 207 Phone: 617-353-2713 Email: sarugrad@bu.edu	<u>Metropolitan College</u> Enrollment & Student Success 1010 Commonwealth Avenue 1 st Floor Phone: 617-353-2980 Email: metess@bu.edu	<u>Computing and Data Science</u> Academic Advising 665 Commonwealth Avenue Office 1621 Phone: 617-358-8516 Email: cds-advising@bu.edu
<u>Frederick S. Pardee School of Global Studies</u> Pardee Student Services: Undergraduate Office 156 Bay State Road Suite 102 Phone: 617-353-6342 Email: psgugrad@bu.edu	<u>Questrom School of Business</u> Undergraduate Academic & Career Development Center 595 Commonwealth Avenue Suite 104 Phone: 617-353-2650 Email: Questromudc@bu.edu	<u>School of Hospitality Administration</u> 928 Commonwealth Avenue Room 104 Phone: 617-353-0930 Email: mkcaven@bu.edu	<u>Wheelock College of Education & Human Development</u> Student Services Two Silber Way Room 243 Phone: 617-353-3177 Email: whestu@bu.edu

The academic official will return a completed form to the student for submission of sections I, II, and III through the BU FinAid Portal.

Deadline: August 1st



Section III: Completed by the ACADEMIC OFFICIAL

1. Please describe any correspondence the student has had with you or your office prior to this appeal.

2. Is the student's academic plan in Section II reflective of any advice you/your office has offered?

3. With the student's academic plan in mind, how likely is it that they will be meeting Satisfactory Academic Progress standards after the upcoming semester?

4. With the student's academic plan in mind, how likely is it the student will complete their undergraduate degree and graduate within 8 total semesters at Boston University?

5. What else should the SAP Review Committee know about this student's path to success?

Official's Name: _____ Date: _____

Title: _____ School/College: _____

Office Telephone: _____ Email: _____

Please return completed form to the student. The student will submit sections I, II, and III through the BU FinAid Portal.

Deadline: August 1st