# Steps for SAP Appeal Submission

1. Student will log into mga.studentforms.com using their MGA username and password.

2. In the top right corner, they will need to click **Manage Requests**

3. A dialog box will appear with four request types listed. The student will select "Satisfactory Academic Progress Appeal" for the corresponding term. Only active requests will appear in dark purple.
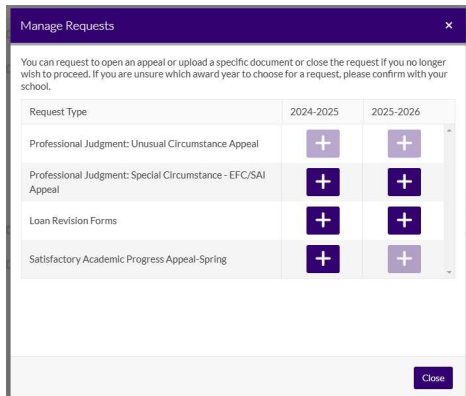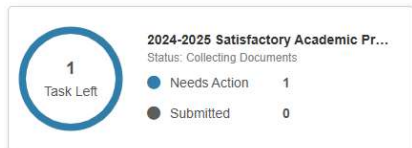

4. After making their selection, the student will be directed to a dialog box to briefly explain why they are submitting a request. Please note, this is not the section where the full appeal statement should be entered. After typing their explanation, select "Submit".
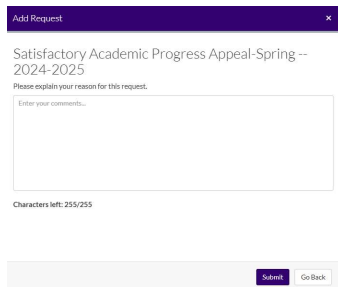
5. The student is then directed to the "Needs Action" Page:

6. Click "Needs Action" and the user will be directed to their task in Student Forms.

> **Satisfactory Academic Progress Appeal- Spring**

7. After clicking on the task, the user is directed to the Open Appeal Status Phase. They will need to click "Fill Out"

2024 - 2025 Satisfactory Academic Progress Appeal-Spring

∨ Satisfactory Academic Progress Appeal- Spring

Your SAP Appeal and supporting documents can be submitted here.

lost eligibility

Appeal Status: Open

○ Satisfactory Academic Progress Appeal- Spring ❓   [✏ Fill Out]

8. After clicking "Fill Out" the user is directed to the SAP Appeal as reflected in the next two screenshots.

SAP Appeal Information

It has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress (SAP) Policy. You can appeal this decision by providing information related to the extenuating circumstanc not meeting the minimum SAP standards.

Extenuating circumstances are unanticipated and unforeseen events or situations that are beyond a student's control and have prevented them from successfully meeting SAP requirements.

Examples of extenuating circumstances include but are not limited to:

- Death of an immediate family member (parent, grandparents, siblings, spouse, children or grandchildren)
- Serious accident or illness of the student or immediate family member (parent, grandparents, siblings, spouse, children or grandchildren) which interfered with the student's academic performance.
- Significant trauma in a student's life that impaired their emotional health.
- Other extenuating circumstances

Middle Georgia State University is committed to the wellbeing of our students. If the appeal you submit indicates you have experienced sexual or relationship violence, the Office of Financial Aid must refer the incident to the Office of Title IX. You may be the resources that are available to you.

Exceeding the Maximum Timeframe for your Program

If you are not making SAP due exceeding the maximum timeframe for your program, select **"Exceeded the maximum time frame for my program of study"** from the dropdown list below along with any other appropriate reason . You will Certification of Remaining Program Hours Form that has been completed by your academic advisor, along with your supporting documentation for the appeal.

Unacceptable SAP Appeal Reasons

The appeals committee assumes that each student is dependent upon financial aid for the completion of his/her degree, however, this is not an extenuating circumstance.

The following list includes examples of unacceptable circumstances that **will not** be considered and will result in an appeal being denied:

1. Working too many hours
2. Being unaware of the SAP Policy.
3. The student did not like classes/instructors.
4. Academic advising errors.
5. Withdrawal to avoid a failing grade.
6. Incarceration
7. Unpreparedness for the demands of college life.

Click in the space below to select your reason for submitting a SAP appeal

[ ]

PLEASE FOLLOW ALL INSTRUCTIONS:

1. A Free Application for Federal Student Aid (FAFSA) for the current aid year must be submitted. Appeals submitted without a valid FAFSA will not be considered.
2. Provide a detailed statement that includes the following:
   - The event(s) that occured in your life **while you were enrolled** that affected your academic performance and caused you not to meet minimum SAP requirements.
   - How your situation has improved
   - The steps you will take to make SAP in the future.
3. Upload relevant documentation to support your extenuating circumstances. The documentation you provide must be relevant to the reason you did not make SAP and your time period of enrollment.

Appeals that lack sufficient documentation will be denied.

SAP Appeal Explanation

In the space below, describe in detail your reason for not making satisfactory academic progress. ❓
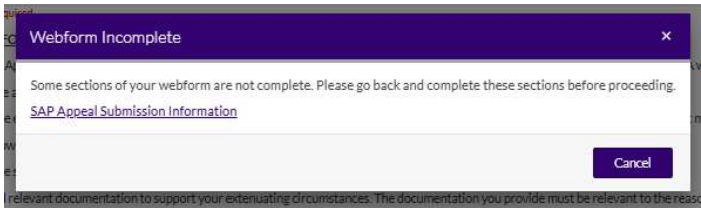
In the space below, describe in detail your reason for not making satisfactory academic progress. ⓘ

test

Next Steps After Your Appeal is Submitted:
- You are responsible for paying all fees each semester by the published payment deadline. Payment extentions are not granted by the Office of Financial Aid if an appeal decision has not been rendered by the payment deadline.
- In the event you are unable to pay the balance in full, you must be enrolled in an approved payment plan through the Bursar's Office, or approved for an Alternative Student Loan to prevent your class and housing assignment (if applicable) from being dropped for non-payment.
- You will be notified of the appeal decision in your StudentForms account, SWORDS, and MGA student email account.
- All SAP Appeal decisions are final and cannot be overruled by MGA administration officials or the U.S. Department of Education.

Continue →

9. It is important for the user to select a reason from the drop-down menu. If they fail to do so, they **will not** be directed forward. Instead, they will be prompted with the following error message:

Webform Incomplete ✕

Some sections of your webform are not complete. Please go back and complete these sections before proceeding.

SAP Appeal Submission Information

Cancel

relevant documentation to support your extenuating circumstances. The documentation you provide must be relevant to the reaso

10. After selecting their reason and typing their appeal statement, the user can sign the appeal electronically using their E-sign Password, which should be the same as their MGA password used to sign into the form.

Next Steps After Your Appeal is Submitted:
- You are responsible for paying all fees each semester by the published payment deadline. Payment extentions are not granted by the Office of Financial Aid if an appeal decision has not been rendered by the payment deadline.
- In the event you are unable to pay the balance in full, you must be enrolled in an approved payment plan through the Bursar's Office, or approved for an Alternative Student Loan to prevent your class and housing assignment (if applicable) from being dropped for non-payment.
- You will be notified of the appeal decision in your StudentForms account, SWORDS, and MGA student email account.
- All SAP Appeal decisions are final and cannot be overruled by MGA administration officials or the U.S. Department of Education.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
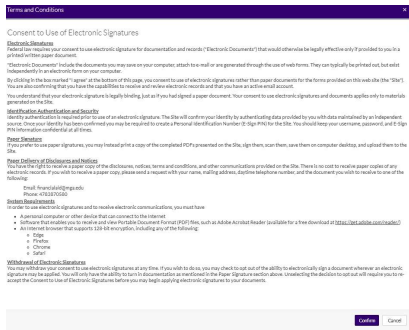
The student must sign and date this form.

Student's Signature   Date

Spouse's Signature (optional)   Date

* E-Sign Password ⓘ

Opt out of E-Sign ⓘ   NO

11. After entering the E-Sign Password, the user will need to confirm the Terms and Conditions for signing electronically.

12. Based on the reason selected in the appeal, the user will see a dialogue box confirming they have electronically signed, and an indicator of the other documentation required for submission:
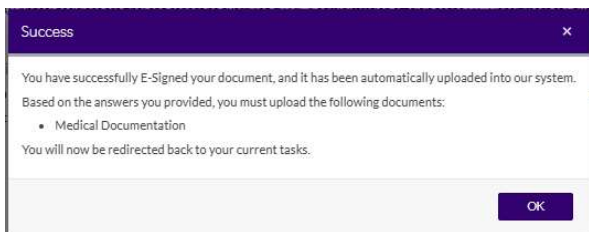
13. After clicking "OK", the user is directed back to the tasks page. Special Note: If the user never uploads requested documentation, the appeal will not be submitted for review. In our example, the user still has an outstanding task to be completed:

2024 - 2025 Satisfactory Academic Progress Appeal-Spring
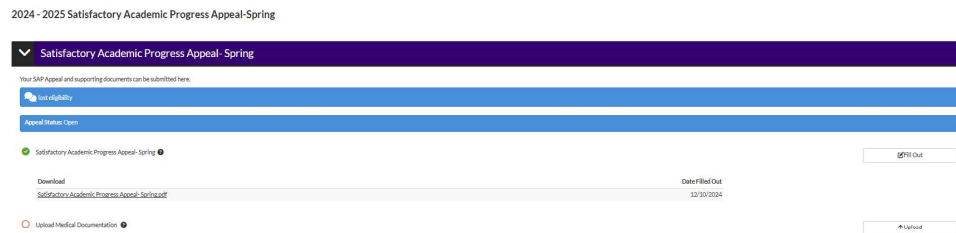
14. After the user uploads the required documentation, the user will click "Finish"

so the SAP Appeal form can move forward to the SAP Appeal workflow to be reviewed.

   a. **Special Note:** Additional information is often requested based on the appeal reason and the reviewer's judgement. Whenever additional information is requested, the student will receive a message via text, email, or both.

15. Below is an example of the user's view after all tasks are completed:

Completed Actions

Workflow:

All ▾

☑ **2024-2025 Satisfactory Academic Progress Appeal-Spring**
Status: In Review
Satisfactory Academic Progress Appeal-Spring