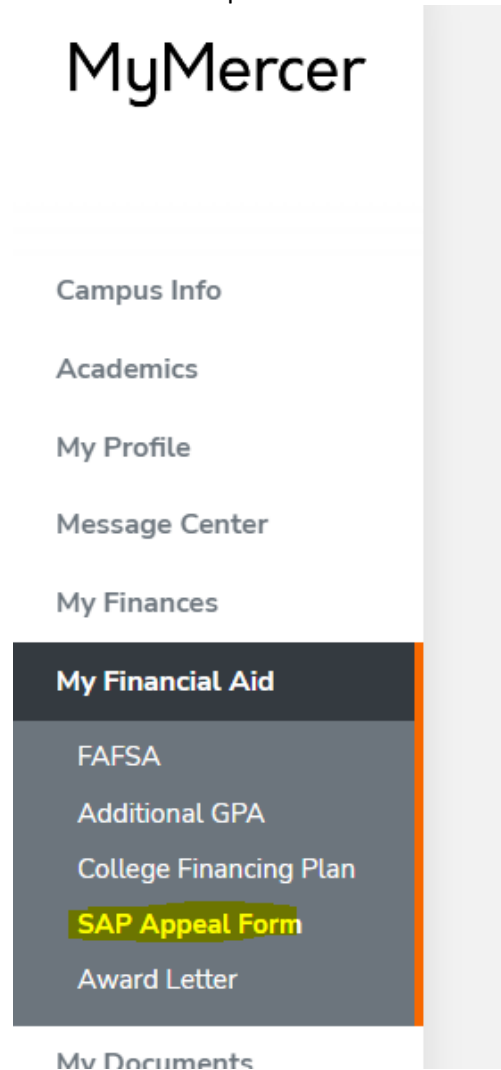


SAP Appeal Form Process

1. The SAP Appeal Form is available on the MyMercer Portal.
 - a. The form is in the **My Financial Aid** left-hand menu. You will select the **"SAP Appeal Form"** link to complete the form




SAP Appeal Form

Satisfactory Academic Progress Appeal Form – If you are NOT meeting the Satisfactory Academic Progress standards for your program, click the link to complete the SAP Appeal. This appeal must be a complete summary of your circumstances and must include all supporting documentation such as a death certificate, referrals from Doctors, medical bills, etc. The appeal must detail what will change to allow you to be successful in your program of study. The Financial Planning Appeals Committee will review the appeal and determine if the circumstances warrant a waiver of the loss of Title IV aid and an additional probationary period.

[SAP Appeal Form](#)

2. The SAP Appeal Form opens in a new window for you to complete. The student specific information is grayed out and cannot be changed. You will select your Grounds for Appeal, type the Letter of Appeal, attach Supporting Documentation, check the box to Certify, and you're your initials before clicking submit. When writing your appeal letter, please include your reasoning or special circumstances for not meeting SAP, AND how you plan to improve to regain SAP 1 status. Special circumstances may include death in the family, health issues, other hardships, etc. Supporting documents may include obituaries, doctor's notes, etc.



Office of Student Financial Planning
3001 Mercer University Drive | Atlanta, GA 30341
Phone: 678-547-6444 | Fax: 678-547-6433 | Email: financialplanning@mercer.edu

SAP Appeal Form

STEP ONE: TO BE COMPLETED BY THE STUDENT

Submit this form to the Office of Student Financial Planning to request an exception to the University's policy on Satisfactory Academic Progress. Your appeal request should include an **explanation of the special circumstances** which caused you, the student, to fail the Satisfactory Academic Progress standards set forth in the policy. You should also include an explanation of the **steps you are taking to regain Satisfactory Academic Progress** towards your degree completion.

Incomplete appeal requests, and/or appeals submitted without supporting documentation, will not be considered. **Appeals must be submitted before completing more than 60% of the semester (before the withdrawal deadline published by the Registrar's office)** to ensure adequate time to prepare for any impact to the student account. Failure to submit your complete appeal by this date may result in your probationary term being postponed to a future semester.

First Name <input type="text"/>	Middle <input type="text"/>	Last Name <input type="text"/>
Mercer ID# <input type="text"/>	Student Email <input type="text"/>	
Major <input type="text"/>	Campus <input type="text"/>	
Faculty Advisor Name <input type="text"/>	Grade Level <input type="text"/>	

Grounds for Appeal *

A student may petition to have financial aid reinstated due to extenuating circumstances. Check the circumstance(s) below that explain the foundation for your request.

- ☐ Death of an immediate family member
- ☒ Illness or injury to the student or an immediate family member
- ☐ Direct involvement of the student in a legal action
- ☐ Other (describe)

Letter of Appeal *

Please include the detailed reason for your appeal in the text box above. You may also choose to write a separate letter and upload it as supporting documentation for your appeal. You must provide a detailed account of the special circumstances which caused your to fail the SAP standards in the previous semester(s), as well as a discussion of what changes you have made to improve the circumstances and ensure future academic success.

Please include the detailed reason for your appeal in the text box above. You may also choose to write a separate letter and upload it as supporting documentation for your appeal. You must provide a detailed account of the special circumstances which caused your to fail the SAP standards in the previous semester(s), as well as a discussion of what changes you have made to improve the circumstances and ensure future academic success.

Supporting Documentation - supporting documentation must be submitted for your appeal to be reviewed by the committee.

- ☐ Death certificate/Obituary
- ☒ Written letter from your doctor on letterhead and/or hospital statement

Select a supporting document

☒ **Choose File** No file chosen

- ☐ Court Documents
- ☐ Other

Certifying Statement

☒ By checking this box, I certify that the information provided on this form and any supporting documents submitted are complete and accurate. I also authorize the Office of Student Financial Planning to verify any submitted information. I understand that if my appeal is approved, I will need to sign a planning agreement to receive financial aid.

Initials

Submit

3. Then, you will receive this confirmation message.

SAP Appeal Form

Thank you. Your SAP Appeal Form has been received.

NEXT STEP: Academic Plan – To be completed by the Academic Advisor

Before a decision can be made concerning your Satisfactory Academic Progress appeal, you and your academic advisor must complete the academic plan together. If your appeal is approved, you will be expected to meet the enrollment goals set for each semester. Please download the form [here](#) and return the completed form to the Office of Student Financial Planning with your other supporting documentation.

4. A similar message is emailed to the student and their Academic Advisor instructing them to complete the SAP Academic Plan form.

Subject: SAP Appeal Form - [REDACTED] [TEST]
Attachments: FA-SAP_Appeal_[REDACTED].pdf

We have received a SAP Appeal Form for [REDACTED]

NEXT STEP: Academic Plan - To be completed by the Academic Advisor

Before a decision can be made concerning your Satisfactory Academic Progress appeal, the student and the academic advisor must complete the academic plan together. If the appeal is approved, the student will be expected to meet the enrollment goals set for each semester. Please download the form [here](#) and return the completed form to the Office of Student Financial Planning with your other supporting documentation.

Office of Student Financial Planning
Email: financialplanning@mercer.edu

=== Following content is for testing only ===

In Prod, this e-mail will be sent to Winston_F@Mercer.edu, Nancia.S.Hall@live.mercer.edu

5. Once the appeal form and academic plan are submitted to the Financial Planning Office, your Financial Aid Advisor may review your appeal.