



Office of Student Financial Aid
4400 University Drive, MS 3B5, Fairfax, Virginia 22030
Fax: 703-993-2350
Document submission: <https://mssccheckin.gmu.edu>
Contact us: <https://www2.gmu.edu/admissions-aid/financial-aid-contact-us>

Satisfactory Academic Progress (SAP) Appeal Form

STUDENT NAME: _____ G#: _____

Check one box for the semester you want your financial aid reinstated. Appeals must be for the current or a future semester.

Summer 2025 ____ Fall 2025 ____ Spring 2026 ____ Summer 2026 ____

Is this your first appeal? Yes ____ No ____

What are your housing plans for the 2026-2027 school year? On campus Off campus: Off campus:
not paying rent paying rent

Satisfactory Academic Progress requires students to meet a minimum overall GPA and completion rate. Law students need at least a 2.15 GPA, graduate students at least a 3.0, and undergraduate students at least a 2.0. All students need a cumulative completion rate of 67%. Students must not exceed 150% of credits required for their program of study.

Please submit one appeal packet containing all documents listed below:

SAP Form (contains instructions for appeal process)

SEP Form (completed and signed by an Academic Advisor showing remaining semesters of study until graduation). Maximum timeframe appeals need an annotated degree evaluation from patriotweb.gmu.edu, signed by your Academic Advisor. See <https://advising.gmu.edu> for a list of academic advisors.

Students' letter stating circumstance and resolution. Explain what steps you have or will take to address what prohibited you from meeting SAP and how you will manage similar circumstances in the future.

Documentation to support the letter. This could be letters from a physician or counselor, medical bills, death certificate, military orders, or court documents. These must be on official letterhead.

Do not submit graphic pictures. If you do not have supporting documents, contact us to discuss your circumstances.

Ways to submit the appeal:

1. In person Monday through Friday from 9am to 5pm at the Mason Student Services Center.
 2. Fax 703-993-2350
 3. MSSC Online Document Drop Off: <https://mssccheckin.gmu.edu>. Do not email appeals to us to protect sensitive information. We can only accept PDF, JPEG and Word Documents. We cannot accept HEIC files or password protected documents.
- Incomplete appeals cannot be reviewed. Appeal decisions will be rendered within 2-3 weeks.

CERTIFICATION: I certify that the information on this form and any attachments is complete and accurate. I understand that I am responsible for meeting any payment deadlines while waiting on an appeal decision and approval of my appeal is not guaranteed. I understand that if my appeal is approved, my academic progress will be reviewed on a semester basis and my failure to meet the conditions of my approved appeal will result in the loss of my financial aid eligibility.

STUDENT SIGNATURE: _____
Sign by hand - do not type or sign electronically

DATE: _____

Satisfactory Academic Progress (SAP) Appeal Policy

Satisfactory Academic Progress

Federal regulations require George Mason University to monitor the academic performance of its students for the purpose of verifying and maintaining their eligibility for federal financial aid. If you do not meet the standard of Satisfactory Academic Progress (SAP), your federal financial aid will be suspended. State aid also requires that the same criteria be maintained for continued eligibility.

Academic progress is measured in three ways:

Quantitative Standard – This standard requires all students to complete at least 67% of the credits attempted. This is calculated by dividing the number of completed credits by the number of attempted credits. Attempted credits include both those earned at Mason and those transferred into Mason. For instance, if a student has attempted 70 credits and completed 62, the student is passing the quantitative standard ($62/70 = 88.6\%$). If a student attempted 15 credits and passed only 6, the student has failed the quantitative standard ($6/15 = 40\%$).

Qualitative Standard - All students must meet minimum GPA standards, depending on their level (Undergraduate, Graduate, Law)

- a. Starting with Fall 2022, undergraduate students must maintain a cumulative GPA of at least 2.0.
- b. Graduate and doctoral students must maintain a cumulative GPA of at least 3.0.
- c. Law students must maintain a cumulative GPA of at least 2.15.

Maximum Time Frame – All students must complete their program of study by attempting no more than 150% of the hours normally required for completion. For instance, if an undergraduate is expected to complete the degree requiring 120 credits, the student can attempt no more than 180 credits before they fail SAP for Time Frame. Please note, transfer credits brought into Mason count as attempted credits.

Satisfactory Academic Progress Review

The Office of Student Financial Aid conducts a Satisfactory Academic Progress (SAP) review annually at the conclusion of the spring semester. Students who do not meet the requirement/s listed above will receive an email notification to their Mason email.

If you are not making Satisfactory Academic Progress due to an Incomplete grade, you may contact the Office of Student Financial Aid for a review of your status, once the Incomplete grade has been converted to a passing grade.

Financial Aid Suspension

Students who do not meet the SAP requirement are automatically placed on financial aid suspension (unless the student is approved for an SAP appeal). During suspension, the student will not be eligible for financial aid. Students may continue to acquire external scholarships and private loans that do not take SAP into account. Eligibility for financial aid will be returned when the student meets the SAP standard. Students may contact the Office of Student Financial Aid if they meet the SAP standard prior to the annual review.

Satisfactory Academic Progress Appeal

All students have the right to appeal the suspension of their financial aid if there were mitigating circumstances that caused failure to meet SAP standards. Students may appeal and be approved up to two times only for each academic degree. Each approved appeal must be for a different mitigating circumstance. Students whose appeals are approved will be placed on conditional approval for one semester. If approved, the student will remain eligible for financial aid and will continue to receive financial assistance during the approved semester.

Students who meet the SAP standard at the end of their appeal-approved semester will be restored to Good Standing status. Students who do not meet the SAP requirements at the end of the appeal-approved semester, but meet the conditions of their approved appeal, will be eligible to receive financial aid one semester at a time until they meet the SAP standard as long as they continue to meet the conditions of their approved appeal. Students who do not meet the SAP requirements and do not meet the conditions of their approved appeal at the end of the appeal-approved semester will be placed on financial aid suspension. If a student has appealed and been approved two times, but has lost eligibility, a student must seek alternative options for covering expenses, such as Student Alternative Private Loans or Payment Plans (Student Accounts Office).

Extenuating Circumstances

An appeal can only be approved with documentation of extenuating circumstances. This is usually a severe, rare circumstance that prevented the student from meeting SAP requirements. Some examples may be a medical issue that prevented the student from attending class for a lengthy period of time, a diagnosed mental health issue such as depression, anxiety, or ADHD. For all listed circumstances, the appeal must also contain documentation of the situation/instance showing that it has been resolved or is under manageable control, allowing that situation to no longer effect the student's academics in the following semester. Examples of situations that are not able to be appealed are transitioning to college, or working too much outside of school.

Timeline

If you submit a complete appeal, allow up to 3 weeks to receive a decision. If you submit an incomplete appeal, you will be contacted about the missing information within one week. If you do not respond or submit the missing documents, your appeal will still be reviewed and a final decision will be rendered by the committee in 45 days.

Appeals must be submitted and complete no later than 3 weeks before the last day of classes for the semester.



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Satisfactory Academic Progress Student Educational Plan (SEP)

Students whose federal financial aid eligibility has been suspended due to an insufficient Grade Point Average (GPA) and/or insufficient Completion Rate or by exceeding the Maximum Timeframe, must submit this form along with their *SAP Appeal*. In lieu of this form, students who are appealing may submit an annotated degree evaluation from patriotweb.gmu.edu, listing their remaining credits until graduation, with their Advisor's signature and date reviewed.

STUDENT NAME: _____ G#: _____ EMAIL: _____

ANTICIPATED GRADUATION DATE: _____ Are you appealing due to Maximum Timeframe? ☐ Yes ☐ No CURRENT MAJOR: _____

STUDENT SECTION: Complete your entire plan of study, beginning with the present semester if you are currently enrolled.

SEMESTER/YEAR: _____			
Course Name	# of Credits	Gen Ed or Major Requirement?	Repeated Course? Y/N
SEMESTER/YEAR: _____			
Course Name	# of Credits	Gen Ed or Major Requirement?	Repeated Course? Y/N
SEMESTER/YEAR: _____			
Course Name	# of Credits	Gen Ed or Major Requirement?	Repeated Course? Y/N
SEMESTER/YEAR: _____			
Course Name	# of Credits	Gen Ed or Major Requirement?	Repeated Course? Y/N

ADVISOR SECTION:

Could this student graduate with the _____ (?) _____ YES _____ NO

Comments (optional): _____

ADVISOR SIGNATURE: _____ DATE: _____ ADVISOR EMAIL: _____