



## Senate Bill 1210 - Exemption/Waiver Satisfactory Academic Progress Appeal

Effective for Fall 2014, the Texas Legislature passed Senate Bill 1210 which states that recipients of Texas state exemptions and/or waivers must now meet Financial Aid's satisfactory academic progress (SAP) requirement of a grade point average (GPA) of 2.0 for Undergraduates and 3.0 for Graduates and be registered for Selective Service. Also, if you are in Excess Hours status, you may not be eligible for some exemptions.

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Student's Last Name Student's First Name Mustangs ID

Students may use this form to request an evaluation of the suspension of waivers/exemptions. Students must return this appeal form and all required supporting documentation to the Office of Business Affairs and Finance. Appeals are reviewed by the Vice President for Business Affairs and Finance within two weeks of receipt of all requested documentation. Students are notified of the outcome of their appeal via email after the decision is made.

**I am requesting this appeal to receive my waiver/exemption for the following semester (check one):**

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

**STEP 1:** Check the appropriate box(es) below that best describes the situation for which you are seeking an appeal.

**STEP 2:** Attach documentation as outlined below and/or other documents you feel are relevant to your situation. You must provide a personal letter, which is your own detailed explanation of the event(s) with appropriate reference to specific dates and/or time periods. Your personal letter must also indicate what actions or steps you have taken or plan to take to prevent repetitive failure of SAP policies.

- Medical Circumstance:** Extenuating medical circumstances of the student or immediate family member that hindered the student's ability to meet Satisfactory Academic Progress (SAP) while enrolled at MSU.
  - Supporting documentation such as: doctor or hospital bills, insurance benefit statements, letter from healthcare provider, etc.
- Personal Circumstance:** Extenuating personal circumstances may include personal crisis issues, family crisis situations or the death of a relative or close friend.
  - Supporting documentation such as: death/birth certificates, letter from other party who can attest to your statements, professional/pastoral counselor reference letter, medical professional reference letter, official or legal documents such as police reports, attorney statements, etc.
- Excessive Hours Requirement:** Students may have exceeded maximum eligibility of hours due to the number of transfer credit hours, changes in the requirements for specific degree programs, seeking dual degrees, or for other academic or personal situations.
  - Explanation of reason for requiring excess hours is required. This statement should also indicate the required number of hours remaining for completion of your degree.

Other (please explain): \_\_\_\_\_

**STEP 3: STUDENT CERTIFICATION STATEMENT**

- ✓ I have attached a detailed letter of explanation that addresses the circumstances that prevented me from maintaining SAP.
- ✓ My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of SAP.
- ✓ I understand that I will be notified by email AFTER the Vice President for Business Affairs and Finance has made a decision.
- ✓ I understand the submission of this form does not constitute an approval of my appeal and that I must make payment arrangements by the tuition deadline should my waiver/exemption not be awarded and disbursed by that date.
  
- ✓ I understand if my appeal is:
  - **Approved**, I will be granted my waiver/exemption on a semester by semester status.
  
  - **Denied**, I will not receive my waiver/exemption and will make alternative payment arrangements. I cannot appeal this denial for this semester. I understand that in order to regain my waiver/exemption eligibility I must meet the Standard SAP requirements.
  
- ✓ I understand that it is my responsibility to make alternative arrangements with the Business Office to ensure courses will not be dropped for non-payment.
- ✓ I hereby certify that all information contained in this appeal, including the personal letter and documentation, is true and complete to the best of my knowledge.

I hereby certify that I have read the information listed above and that I understand there is no guarantee that the SAP appeal will be approved.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR BUSINESS AFFAIRS USE ONLY**

Date Ready for Review: \_\_\_\_\_  
(ie: all documents received from student)

Vice President Decision: \_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Incomplete

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