



FINANCIAL AID SUSPENSION APPEAL GUIDE

SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAPS)

Federal and State regulations require that all undergraduate and graduate students receiving financial aid meet Satisfactory Academic Progress Standards (SAPS).

The University evaluates student academic records when grades are due and recorded at the end of each academic term, with regard to the required SAPS criteria for cumulative Minnesota State University, Mankato Grade Point Average, cumulative Completion Percentage and Maximum Timeframe.

When a student's financial aid eligibility is suspended for not meeting SAPS requirements, the suspension is effective immediately for all funding programs, including any funds awarded but not yet disbursed for previous, current, or future academic terms.

Students who are ineligible for financial aid funding may still attend the University, unless suspended from the institution for other reasons, i.e. academic suspension, judicial suspension, etc.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Reinstatement of financial aid eligibility occurs when:

- The SAPS criteria for cumulative Minnesota State, Mankato, Grade Point Average and cumulative Completion Percentage criteria have been met after the student's next term of enrollment at Minnesota State, Mankato; or
- The Financial Aid Appeals Committee approves the student's appeal.

For additional information regarding Satisfactory Academic Progress Standards (SAPS) for financial aid eligibility, please refer to: www.mnsu.edu/campusub/programs/saps/

This information is subject to change due to changes in Federal or State regulations and/or MnSCU or University policies.

Contact Information

Student Financial Services
Minnesota State University, Mankato
120 Wigley Administration Center, Mankato, MN 56001
507-389-1866 • 800-722-0544
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APPEAL PROCESS INFORMATION

- Appeals are reviewed by the Financial Aid Appeals Committee appointed by the Director of Financial Aid.
- Appeals must be submitted by the deadline indicated on the Appeal Form for the academic term for which the student is requesting funds.
- Appeals submitted after the deadline of the academic term will be returned without being considered.
- Incomplete appeals will not be reviewed; the student will be notified in these cases.
- Students may appeal the following academic term if they do not meet the current academic term's deadline or if the appeal was submitted incomplete.
- Students who submit an appeal of suspended status are not guaranteed reinstatement of financial aid eligibility and are responsible for any institutional charges incurred for the academic term(s) suspended, regardless of the status of the financial aid appeal, except as provided by the [Satisfactory Academic Progress Exception](#) for Financial and Registration Obligation Procedure.
- Students are notified of the Financial Aid Committee's decision regarding their appeal by message sent electronically to the student's university email account.
- Students placed on financial aid suspension after previous financial aid suspension and reinstatement may submit a new or updated written appeal for reinstatement consideration.

SUSPENSION APPEAL GUIDELINES

Students whose financial aid eligibility has been suspended for not meeting the SAPS requirements have the right to appeal and/or request a review of their suspension status. A completed appeal form with appropriate documentation is required; the appeal form is provided with the notice of suspension.

Students may appeal based on extenuating circumstances that occurred during the academic term(s) that directly affected academic performance. These extenuating circumstances include, but are not limited to:

- Physical or mental illness, accident, or injury experienced by student or by significant person in student's life
Examples of required documentation: physician's statement, police report, health care professional statement, medical billing document
- Death of a family member or significant person in student's life
Documentation required: a copy of the obituary or a copy of the death certificate
- Divorce experienced by student or his/her parent
Documentation required: attorney's letter on law firm's letterhead or copy of divorce decree
- Personal hardship or issues with spouse, family, roommate, or other significant person
Examples of required documentation: written statement from medical doctor, counselor, attorney or other professional advisor

Students may also use the appeal process to request a review of their suspension due to exceeding the maximum timeframe allowance for following situations:

- Pursuing a second undergraduate or dual degree program
Documentation required: Plan of Study from academic advisor
- Pursuing multiple undergraduate majors for first bachelor's degree
Documentation required: Plan of Study from academic advisor
- Pursuing a graduate degree in conjunction with a certificate
Documentation required: Plan of Study from academic advisor
- Changing academic major, if due to extenuating circumstances
Documentation required: refer to examples noted above

FINANCIAL AID PROBATION STATUS

A student with an approved appeal will be placed on financial aid probation. Financial aid probation status may be in effect for one or more academic terms, depending on the individual situation. While on financial aid probation, the student must achieve academic term progress measures of at least 2.50 Minnesota State, Mankato, GPA and 100% completion percentage to retain financial aid eligibility.

- A student placed on financial aid probation who achieves the required cumulative Minnesota State, Mankato, Grade Point Average and cumulative Completion Percentage for SAPS will have his/her financial aid eligibility reinstated.
- A student placed on financial aid probation who fails to meet the cumulative Minnesota State, Mankato, Grade Point Average and/or cumulative Completion Percentage for SAPS but who meets the required academic term progress measures will have financial aid eligibility continued through his/her next academic term of enrollment.
- A student placed on financial aid probation who does not achieve the required cumulative Minnesota State, Mankato, Grade Point Average and cumulative Completion Percentage and who also fails to meet the required academic term progress measures will have his/her financial aid eligibility suspended.