

Financial Aid Appeal for Satisfactory Academic Progress Request Instructions

The Financial Aid appeal is a request in Workday.

Documents that need to be submitted within the Workday Request:

Academic Plan & History - Your advisor needs to print this from Workday. To print, click the PDF in the upper right-hand side of the student's information blue box. Once the print box appears, click the Clear All then select the Academics. Then click Print. This will provide the academic history, academic plan and information needed for the Financial Aid Satisfactory Academic Progress Appeal Request.

After printing the Academics, both you and your advisor will review the classes needed and both sign this academic plan to upload in the appeal request in the section labeled Academic Plan.

Any supporting documentation for the circumstances that led to your Financial Aid Suspension – attach the supporting documents in the section labeled Supporting Documents.

To Request a Financial Aid Appeal for Satisfactory Academic Progress:

Log into Workday

Click Request OR type Request in Search bar and press enter

Choose Create Request from the options presented to you

Choose the Financial Aid: Financial Aid Appeal for Satisfactory Academic Progress request

Complete the request in full – make sure you read all the questions, answer all the questions, and upload the documents that are required (see above).

Click the Submit button to submit your appeal

What happens next:

Monitor your Pirate Mail for your appeal decision and Workday for your SAP status.

If your appeal is approved, then you will have aid when you View Financial Aid for the semester your appeal is approved for.

If your appeal is not approved – you will either have an email letter explaining why OR your request will be returned to your Workday My Tasks for additional information/documentation that you need to submit.

If your appeal is returned for additional information –

Go to your Workday My tasks,

Open the returned request and attach the required information to the request.

Then click submit for the request to be sent back to the Financial Aid office.