

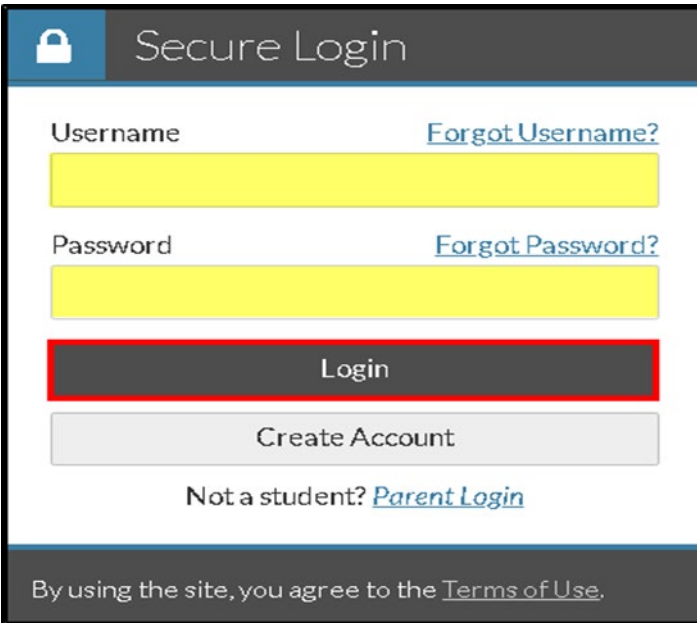
INSTRUCTIONS TO FILL OUT SAP APPEAL

1. To appeal the loss of your federal aid, you will need to go to <https://ship.studentforms.com/>. This will bring you to the myShip Single Sign-On.

2. First time users entering <https://ship.studentforms.com/> are required to complete the register account screen (see below).

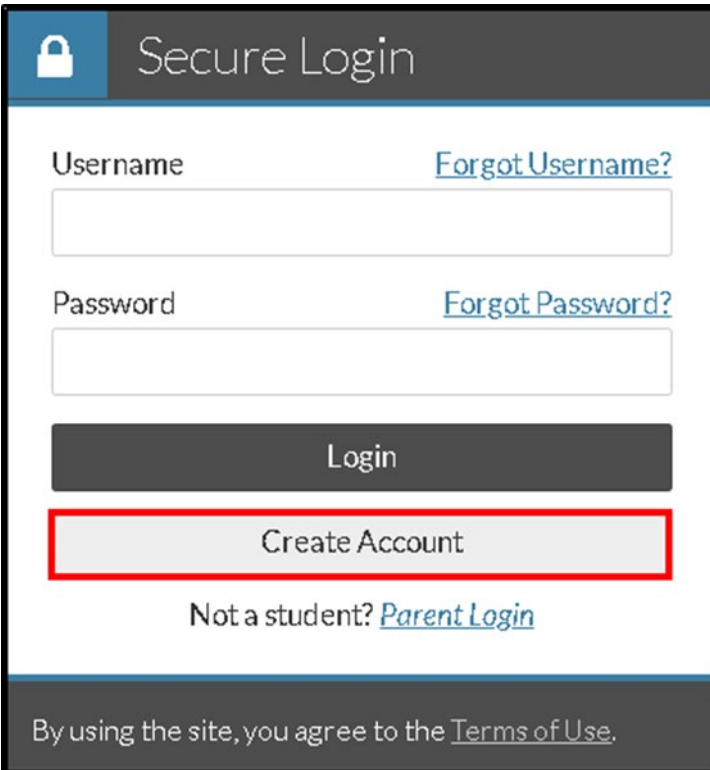
Some information might be pre-populated however the student must match **FIRST NAME, LAST NAME, DATE OF BIRTH, & SOCIAL SECURITY NUMBER** exactly as it appears on their FAFSA in order for the account to be created. The student will not be able to create an account if the SSN has been flagged with the Social Security Administration when completing the FAFSA.

3. If the student previously created a username, they may enter the information and select login.



A screenshot of a 'Secure Login' form. The form has a dark grey header with a lock icon and the text 'Secure Login'. Below the header, there are two input fields: 'Username' and 'Password', both highlighted in yellow. To the right of each input field is a blue link: 'Forgot Username?' and 'Forgot Password?'. Below the input fields, there are two buttons: a dark grey 'Login' button and a light grey 'Create Account' button. The 'Login' button is highlighted with a red border. Below the buttons, there is a link: 'Not a student? [Parent Login](#)'. At the bottom of the form, there is a dark grey footer with the text: 'By using the site, you agree to the [Terms of Use](#).' A red arrow points to the 'Login' button.

4. If this is the first time the student is visiting the site, they will need to create an account by clicking the "Create Account" button (see below).




A screenshot of a 'Secure Login' form. The form has a dark grey header with a lock icon and the text 'Secure Login'. Below the header, there are two input fields: 'Username' and 'Password', both empty. To the right of each input field is a blue link: 'Forgot Username?' and 'Forgot Password?'. Below the input fields, there are two buttons: a dark grey 'Login' button and a light grey 'Create Account' button. The 'Create Account' button is highlighted with a red border. Below the buttons, there is a link: 'Not a student? [Parent Login](#)'. At the bottom of the form, there is a dark grey footer with the text: 'By using the site, you agree to the [Terms of Use](#).' A red arrow points to the 'Create Account' button.


5. After the student has created their account, they receive an account confirmation email with a link to verify their email address. If the student does not verify their email address they will not be able to use the “forgot username” or “forgot password” links on the login page in the future.

Create Account

* Preferred Email * Required

* Confirm email

* Choose username  [Username requirements](#)

* Create password  [Password requirements](#)

* Confirm password

Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

* First name


* Last name

* Date of birth

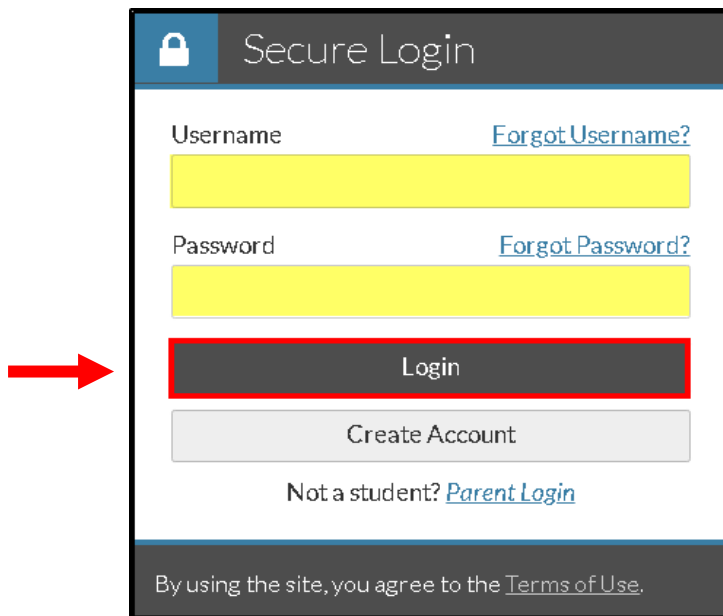
* Social security number

Student ID

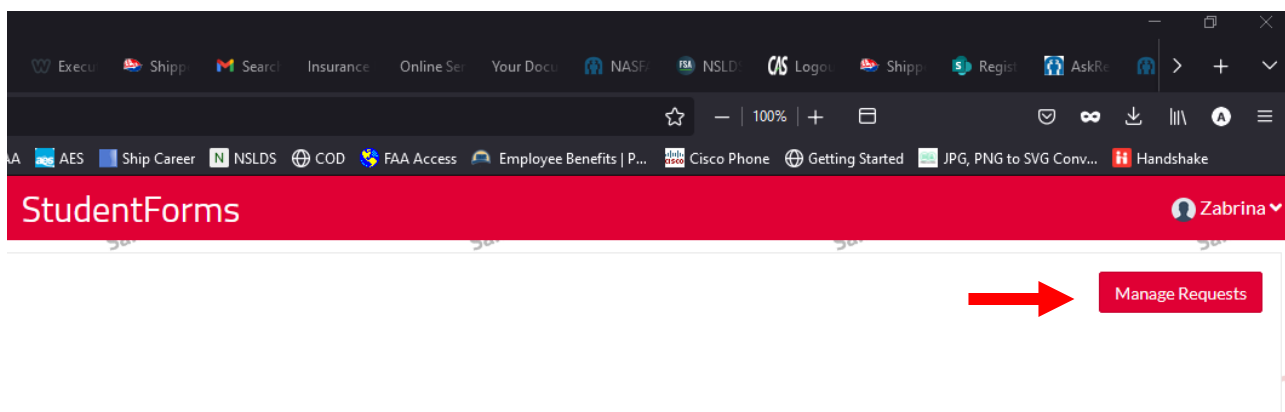
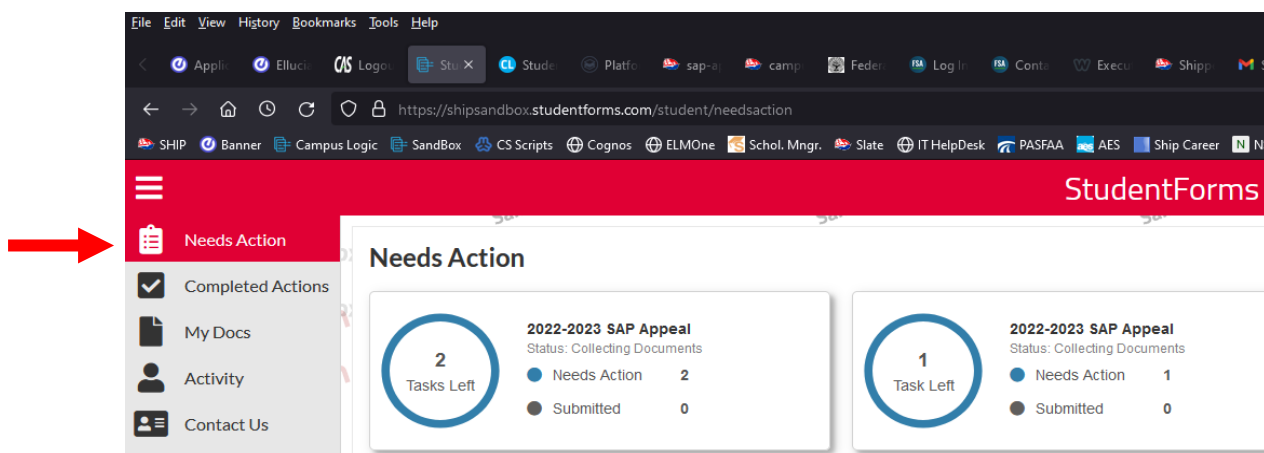
Phone Number
Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

Create Account 

6. Once the account is created successfully, the student is redirected to the login screen to login.



7. Once logged, under the “Needs Action” tabs select “Manage Request”



8. You will then select “SAP Appeal” and the aid year that the term (Fall, Spring, or Summer) you are requesting Federal aid for.

Request Type	2022-2023
SAP Appeal	

9. Selecting anywhere on the task expands the task to provide the student additional information about the task. Once task is open, select the “View Form” button.

Student View

2022 - 2023 SAP Appeal

Below is the list of items the Financial Aid Office needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

SAP Appeal

2022 - 2023 SAP Appeal

Below is the list of items the Financial Aid Office needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

SAP Appeal Waive Task

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

I am not making the 2.0 GPA

Appeal Status: Open

SAP Appeal Web Form ? View Form

10. Complete Financial Aid Appeal Form in Step #1 and save it because you will be uploading it later. Make sure you read the remaining steps in the instructions and then continue.


File Review > 2022/2023 Satisfactory Academic Progress Appeal

2022/2023 Satisfactory Academic Progress Appeal

- > Instructions
- Demographics
- Statement
- Review & Sign

[Return to Student Tasks](#)

Instructions



Satisfactory Academic Progress (SAP) Appeal

Please be sure to follow the instructions carefully and submit all required documents listed in these instructions. Your appeal will be considered once you complete all of the following steps:

1. Complete Federal Financial Aid Appeal Form found here: **HERE**
2. Provide a typed one-page Appeal Letter that describes your situation. *(Please type or paste it in the Statement section)*
3. Upload Supporting Documents = **Federal Financial Aid Appeal Form** & **Third Party documentation** (which helps support the claim(s) you made in your appeal letter)

Refer to documentation required for appeal reason in selected in Section One of your Federal Financial Aid Appeal Form for guidance.

****Incomplete Appeals will not be processed****

For detailed information on the SAP Policy at Shippensburg University please [click here](#).

READ!

Continue

11. Make sure your Demographics are correct and then continue to the Statement section of the appeal. Read the "Appeal Letter Must" section carefully and paste or type your Appeal Letter in the Statement section.

2022/2023 Satisfactory Academic Progress Appeal

- Instructions
- Demographics
- > **Statement**
- Review & Sign

Return to Student Tasks

Statement

Instructions

APPEAL LETTER MUST:

1. Explain the reason as selected in Section One of the SAP Appeal Form, why you failed to meet the SAP requirements. Focus on the particular terms and/or courses for which you registered but did not earn the credits or earned less than the minimum required GPA. (Be specific, but concise in your explanation)
2. Describe what has changed in your situation that will allow you to make satisfactory progress at the next evaluation. If you have used any academic resources such as:
 - a. the AIM program
 - b. tutoring services through the Learning Center
 - c. academic advisement, and/or the SU Counseling Center or Office of Accessibility Resources

Be sure to attach proof as Third-Party Documentation that you have registered for and/or used these services and submit with your supporting documents

****For help writing a successful SAP Appeal Letter go here:**

SAP APPEAL LETTER HELP

Please note: Appeals based on your need for financial aid and/or being unaware of the academic progress policy are not reasons for reinstatement of financial aid.

Type or Paste SAP Appeal Letter Below

I am not making the 2.0 GPA

test

I will provide supporting documentation.

Back

Continue



12. If everything looks correct, you may choose to either E-Sign or opt out of E-Sign.

If you choose to opt out of E-Sign Pin, you are required to download and print the form, manually sign and upload it into StudentForms then submit.

Please note: Appeals based on your need for financial aid and/or being unaware of the academic progress policy are not reasons for reinstatement of financial aid.

I give permission to the Financial Aid SAP Committee to review my financial aid records, my academic records, and my judicial records, which are on file at Shippensburg University. If requested, I agree to provide additional documentation to support the claims I made in my appeal.

Type or Paste SAP Appeal Letter here

I will provide supporting documentation.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

Student's Signature

Date

Spouse's Signature (optional)

Date

* E-Sign Password

Opt out of E-Sign NO



Back

E-Sign

13. Once signed you will then be directed to upload your Financial Aid Appeal Form and Third-Party Documentation. After everything is uploaded you need to make sure you submit your complete SAP Appeal.

Appeal Status: Open

✓ SAP Appeal Web Form ⓘ Fill Out

redo

Download	Date Filled Out
SAP Request Form.pdf	12/20/2022

✓ Upload Supporting Documentation ⓘ + Add Page(s)

Filename	Date Uploaded
SAP Appeal Form New.pdf	12/20/2022
CAPS Letter.pdf	12/20/2022

Submit