

## SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL: SUBMISSION PROCESS

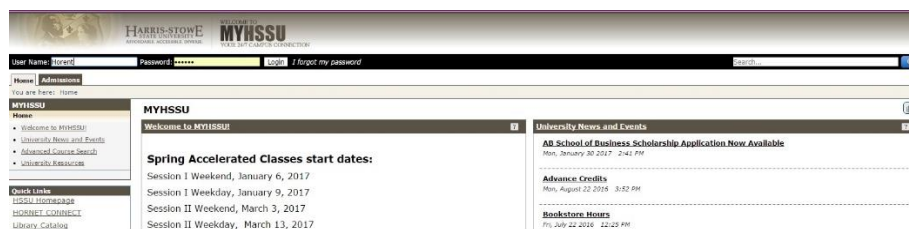
In order to be eligible to receive financial aid, students must:

- Maintain a minimum cumulative grade point average (CGPA) of 2.0
- Pass at least 66% of all attempted courses
- Be in compliance with the 150% Completion Requirement (undergraduate programs must be completed within 150% of the published length of the program)

Failure to meet these requirements results in aid eligibility being suspended. In order to have aid eligibility reconsidered, students must follow this process.

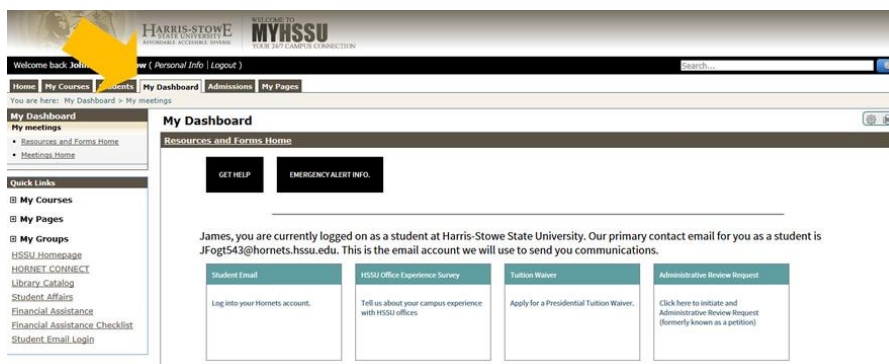
Please note that documentation is *required*—any submission that does not include supporting documentation is automatically denied. Qualifying SAP Appeal submissions received by 11:59 PM on Sunday are reviewed by the SAP Committee the following Tuesday; thus, the last day to submit a SAP Appeal that is *guaranteed* to be processed in time for the semester in question is the Sunday before classes begin.

### 1. Go to [live.hssu.edu](http://live.hssu.edu) and login using your personal username and password.



*For assistance with logging in, please contact the HSSU Help Desk at (314) 340-3327.*

### 2. Once logged in you'll click on the tab labelled "My Dashboard"



***For assistance with logging in, please contact the HSSU Help Desk at (314) 340-3327 or via email at [HelpDesk@hssu.edu](mailto:HelpDesk@hssu.edu).***

### 3. Click on the box that says *Satisfactory Academic Progress Appeal*. Additional details are found here.

