

# Satisfactory Progress Appeal Form



Financial Aid Office

Student's ID #: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## TO APPEAL YOU MUST DO THE FOLLOWING

- A. Submit a letter explaining what extenuating circumstances prohibited you from meeting the Satisfactory Academic Progress requirements. You must submit appropriate third-party documentation from official sources (i.e.: doctor, hospital, court, psychologist, etc.) which verifies your special circumstances as presented in your appeal letter.
- B. Submit a letter explaining what changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements.
- C. Meet with your academic advisor and have your advisor complete the academic plan for the next term.
- D. Submit all documents to the Financial Aid Office.
- E. You will be notified in writing concerning the acceptance or denial of your appeal.

## ACADEMIC PLAN

### TO BE COMPLETED BY ADVISOR

Please encourage the student to be realistic when planning the number of credits for the next semester. **The student's eligibility for financial aid will depend on meeting the enrollment goals set below for the next term.**

#### Academic Plan for Next Term

Course	Credits

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Term:  Fall  Spring  Summer Year: \_\_\_\_\_

Check all current SAP Violations:

- Cumulative G.P.A. < 2.0.
- Completed < 67% of Attempted Credits.
- Suspended from a program
- Attempted more than 150% of required credits without earning a degree.  
Cumulative Attempted Credits: \_\_\_\_\_

Was student on SAP Probation before the beginning of the last term?  Yes  No \_\_\_\_\_

Resolution:

- Change of Program  Dual Degree
- Suspension appeal and accepted
- Attempted more than 150% of required credits and earned a degree \_\_\_\_\_  
Degree and Date
- Corrected Maximum Attempted Credits: \_\_\_\_\_  
= 150%(required program credits \_\_\_\_\_ + required remedial credits \_\_\_\_\_)

Reviewer Notes:

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Decision:

- (P) Probation  (N) New Program (2<sup>nd</sup> or 3<sup>rd</sup> degree)  (OK) Problem Resolved
- (C) Changed Degree Goal  (DM) Denied - Over 150%
- (PC) Probation Continued  (D) Denied

Financial Aid Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_