

Satisfactory Academic Progress

Appeal Form for Financial Aid Eligibility

A student who is ineligible for financial aid due to not meeting Satisfactory Academic Progress requirements may appeal his/her ineligibility. Some examples of reasons for such a request may include, but are not limited to:

1. Serious physical or mental illness for which the student needed to withdraw from all classes in order to recover, or remained enrolled at the college and did poorly in his/her classes.
2. Death or serious illness or injury to an immediate family member.
3. An injury to the student which prevents the student from attending classes and completing academic requirements.

Appeal Procedures

The Satisfactory Academic Progress Appeal Form and supporting documentation including a written statement from your academic advisor must be submitted by the student to the Financial Aid Administrator for review within 30 days of notification of your notification of loss of aid. The Satisfactory Academic Progress Appeal Form can be found in the Catalog, online at www.aultmancollege.org and in the Financial Aid Office.

1. The appeal should explain in detail the reason(s) for not meeting the standards for academic progress.
2. The step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) of which we should be aware.
4. The Satisfactory Academic Progress Ad Hoc Appeal Committee will consist of the Financial Aid Administrator, the Director of Enrollment, Student Affairs and Development, the Student Assistance Program Coordinator and a faculty member.
5. The student will be provided written notification of the decision of the Satisfactory Academic Progress Ad Hoc Appeal Committee from the Financial Aid Administrator.

Supporting Documentation

1. The student should provide an unofficial copy of his/her academic advising report along with the letter of appeal.

2. Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking any category that applies to you. You also must follow the instructions for each checked category.

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time.** Attach a statement from the physician and explain the nature and dates of the illness or injury.
- Death of an immediate family member.** Attach a photocopy of the death certificate and include the name of the deceased and relationship to you.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.** Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) also must be attached.
- Other unexpected documented circumstances beyond the control of the student.** Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation also must be provided.

3. Statement from your academic adviser. This statement should be provided if you have been consulting with an adviser to improve your academic standard. The adviser should provide his or her opinion of your ability and willingness to improve academic performance and the number of credit hours in which you have been advised to enroll during the upcoming semester.

- Check any that apply: _____ Additional page(s) attached
_____ Supporting documentation attached
_____ Re-admission letter attached (If you were academically dismissed)
_____ Unofficial Transcript attached

All the materials for your SAP Appeal should be turned in as one package.

I certify that all information and documentation I have submitted pertaining to this appeal is true. I understand that the decision of the Satisfactory Academic Progress Appeals Committee is final.

Signature

Date

For Office Use Only

Reason for unmet SAP:

- Cumulative GPA
- Course Completion Rate
- Time Frame (150 % rule)
- Academically Dismissed

Number of semesters at Aultman: _____

Approved. Effective Date: _____ for Semester: _____ Year: _____

Denied Reason: _____

