



### **Satisfactory Academic Progress (SAP) 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 if mitigating circumstances exist. 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.

### **Standards Appeal process**

- Students who are below the required G.P.A. and/or have completed less than 67% of attempted credit hours may complete the Satisfactory Academic Progress Appeal Form to explain and document the circumstances under which the violation(s) occurred.
- Students must attach third party documentation described on the appeal form to substantiate their statements.
- Students may be in violation of more than one Academic Progress Standard. In these cases, an appeal should document and discuss how the multiple violations were affected by the situation(s) described.
- Students must meet with an academic advisor to develop an Academic Success Plan and submit the plan to the Financial Aid office.
- Documentation will be reviewed and you will be notified if your appeal has been granted or denied. If you are denied, there is no further appeal.
- If approved, your financial aid will be re-instated for the next enrolled semester. However, academic progress will be re-evaluated at the end of the semester for which the appeal was approved.
- Once you are at a 67% completion rate for all attempted courses and a 2.0 grade point average, you will go back to good standing.
- Please note:
  - Students cannot submit an appeal for the same mitigating circumstance two semesters in a row. There is no limit to the number of appeals a student can submit if they can document there are *new circumstances* preventing the student from making SAP. However, all new appeals are subject to the approval process.

### **Maximum Time Frame Evaluation Appeal Process**

- Students will complete the Satisfactory Academic Progress Appeal Form.
- Student may be required to attend an Academic Success Workshop.
- Students must meet with their academic adviser and complete and submit an Academic Success Plan.



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.

**Check all that apply:**

- Satisfactory Academic Progress Appeal Letter
- Satisfactory Academic Appeal Form
- Re-admission letter (Academic Dismissals only)
- Documentation of attendance of an Academic Success Workshop
- Documentation of development of an Academic Success Plan
- Degree Audit, including remaining courses
- Anticipated Graduation Date
- Supporting documentation

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 Appeal is final.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return all required documentation to:**  
Aultman College of Nursing and Health Sciences  
Attn; Financial Aid Administrator/SAP Appeals  
2600 Sixth St SW  
Canton, OH 44710

**For Office Use Only**

Reason for unmet SAP:

- Cumulative GPA
- Course Completion Rate
- Time Frame (150 % rule)
  
- Approved
- Denied
  
- Reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_