

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.

- Students should include their degree audit including a list of courses needed to graduate along with their anticipated graduation date.
- The Academic Success Plan and Academic Advisor's signature serves as third party documentation for the appeal.
- If a student is in violation of the Maximum Time Frame Standard, and another standard (G.P.A. or the 67% completion ratio) the student would be required to complete the appeal form and provide appropriate documentation for mitigating circumstances for *all* violations of standards.
- 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.
- If you are denied, there is no further appeal.

To Regain Eligibility

 If denied, complete the number of credit hours you are lacking and/or achieve the minimum cumulative grade point required at your own expense until standards of progress are met.
 Contact the Financial Aid Office when your academic progress has been restored to see if you have regained aid eligibility.

Complete this form and attach all additional documentation needed for your appeal

Name:		ID:		
Last	First	MI		
Address:				
Street	City	State	Zip Code	
Phone:	Email:			
Program:	Anticipa	ted Graduation Date:		
1. Please check the sem	ester for which you are s	ubmitting an SAP app	eal.	
Summer Fall	Spring Y	ear		
2. Please indicate the m	itigating circumstances th	nat 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.

Check	all that apply:				
•	Satisfactory Academic Progres	s 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 				
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•					
•					
•	Supporting documentation				
l certif	materials for your SAP Appeal should by that all information and documentate stand that the decision of the Satisfactory	tion I have submitted pertaining to this appeal is true. I			
 Signatı		 Date			
Signati	uie	Date			
Attn; F 2600 S Cantor	an College of Nursing and Health Scienc Financial Aid Administrator/SAP Appeals Sixth St SW n, OH 44710 Ffice Use Only				
Reasor	n for unmet SAP:				
0	Cumulative GPA				
0	Course Completion Rate				
0	Time Frame (150 % rule)				
0	Approved				
0	Denied				
0	Reason:				
	-	-			