

## Satisfactory Academic Progress (SAP) Appeal Form

STUDENT NAME (print): \_\_\_\_\_ ID # \_\_\_\_\_

The University of Holy Cross knows that events (death of a family member, illness, e.g.) happen in a student's life over which the student has little control. We also know students sometimes have trouble adjusting to college. The university will consider special circumstances that happen in a student's life such as death of a family member, student illness, transition to college issues, being called to the military, etc. However, each student must describe what impact the circumstance had on academics, what the student has done to address the impact and how the student plans to be successful. If the student is not yet prepared to vigorously focus on academics with assistance if necessary, the student should not submit an appeal.

If the university approves an appeal and student cannot correct the satisfactory progress violation by the end of the next term, the student will be placed on a strict academic plan which will include specific courses to take each term, grades to be earned in the courses and possible tutoring and/or other support services.

Identify the semester for which you are submitting your appeal: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

**Step 1: Your Reason for appeal** - Select the reason(s) for your appeal (refer to the SAP suspension notification sent to you by the Financial Aid Office):

- Grade Point Average (GPA): Your GPA is below the minimum requirement (2.0 Undergraduate, 3.0 Graduate)
- Completion Rate: Your cumulative completion (overall attempted vs. successfully completed credit hours) rate is below 75%.
- Maximum Timeframe: You have attempted but not completed more than 150% of the credits required for your program of study.

**Step 2: Your Appeal Letter and Supporting Documentation** - Attach the completed form that clearly explains your situation.

If you have a completion rate or GPA deficiency, provide a written explanation of your extenuating circumstances, including the measures you will take to resolve this deficiency. If you are appealing maximum timeframe violation, please explain in detail the factor(s) that have caused you to exceed the maximum credit limit and your plan to complete your degree or certificate. This is your opportunity to discuss the specific factors that adversely impacted your academic performance. It is also the place for you to outline the measures you plan to take to return to good standing.

**Attach all supporting documentation.**

Explain the extenuating circumstances that contributed to your deficient academic standing:

- Death in the family. State how this person was related to you (i.e. parent, spouse, sibling, etc.). **You must provide a copy of the death certificate or related documentation.**
- Disabling illness or injury to the student. **Please provide supporting documentation from your medical provider.**
- Disabling illness or injury of immediate family member that required your care. **Please provide supporting documentation from your medical provider.**
- Emotional or mental health issue (for student) that required professional care. **Please provide supporting documentation from your medical provider, social worker or other professional.**
- Other unusual circumstances beyond your control. **Provide any supporting documentation that explains these circumstances.**
- **For Spring 2020, COVID-19** may have contributed to your extenuating circumstances. You must submit an explanation with your appeal.

**Step 3: Your Academic Plan** –As part of the appeal, a student must document extenuating circumstances that prevented him or her from meeting the requirements as well as develop and agree to an Academic Plan leading to graduation. Complete the plan below and meet with your academic advisor, so that you can agree on the specific steps and performance that you need in order to complete your degree or certificate and meet the Satisfactory Academic Progress standards.

<b>ACADEMIC PLAN PROJECTION (Completed by your academic advisor)</b>
Your Current Overall OLHCC GPA _____ Major _____ Total Credits Earned (include transfer _____)
In the next semester, you must earn this number of credits _____
In the semester(s) below, you must earn this GPA as indicated? _____

With your academic advisor, construct a plan of study for three semesters or through the semester you expect to graduate (whichever is less). Beginning with the current semester (or your next planned period of enrollment if not currently enrolled), list the SEMESTER, THE COURSE, COURSE NUMBER, AND CREDITS. Include only credits for courses required to complete YOUR OLHCC degree(s).

Semester and Year: _____		Semester and Year: _____		Semester and Year: _____		Semester and Year: _____	
Course	Credit Hours	Course	Credit Hours	Course	Credit Hours	Course	Credit Hours
Minimum Term GPA: _____		The Minimum Term GPA in these terms will be dependent on the GPA you achieve in the first semester of this plan.					

*I have discussed the above terms and academic plan with the student, so that the student can meet the Satisfactory Academic Progress (SAP) standards to maintain his/her financial aid eligibility toward the major the student is pursuing.*

**ACADEMIC ADVISOR’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Step 4: Update your Academic Plan with the Registrar** –After meeting with your academic advisor, submit your academic plan to the Registrar’s Office to be updated into your academic records with the College.

Registrar’s Office: \_\_\_\_\_ Academic Record Updated \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5:** After your form has been completed and signed by you and your academic advisor, please keep a copy for your records and submit the completed form, Appeal Letter, Supporting Documentation and Academic Plan to the Financial Aid Office. Incomplete appeals will not be considered.

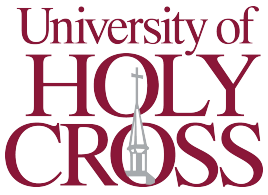
**CERTIFICATION:** I certify that the information on this form and any attachments is complete and accurate. I understand that I am responsible for meeting any payment deadlines while waiting for an appeal decision and approval of my appeal is not guaranteed. I understand that if my appeal is approved, my academic progress will be reviewed each semester and my failure to meet the conditions of my approved appeal will result in the loss of my future financial aid. If my appeal is approved for one term, I understand that the College must compare my new grades to my academic plan to measure my success. If I did not meet the terms of the appeal, I will not be eligible for financial aid. If I have registered for classes and cannot afford the classes, I should withdraw from the classes I cannot afford. I understand that a second appeal will not be granted.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Financial Aid Office use only

Counselor's Decision: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_



## Satisfactory Academic Progress Appeal Letter

STUDENT NAME (print): \_\_\_\_\_ UIN: \_\_\_\_\_

This is your opportunity to describe the specific factors that adversely impacted your academic performance. It is also the place for you to outline the measures you plan to take to return to good standing. **THIS SHOULD NOT MERELY BE A STATEMENT OF GOOD INTENTIONS.** Your satisfactory academic progress (SAP) appeal explanation MUST include the following:

- Explain what happened - why you were unable to maintain satisfactory progress
- Explain what has changed - the corrective measures you have taken or will take to achieve and maintain satisfactory academic progress.

Consider the amount of loans that you have borrowed in conjunction with your unsatisfactory academic progress.

My Total Student Loan Debt: \$\_\_\_\_\_ Academic Class Level: \_\_\_\_\_  
(You can access [www.studentloans.gov](http://www.studentloans.gov) using your FAFSA PIN to determine the student loans you have borrowed to date)

What happened? Describe the circumstances beyond your control that led to your failure to meet the Satisfactory Academic Progress requirements. Attach documentation to support the claim when appropriate.

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What has changed? How do you plan to meet the Satisfactory Academic Progress requirements in the future? What has changed to promote your success?

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(Please attach separate pages if necessary.)

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

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**Example of a Satisfactory Academic Progress Letter**

Date: January 2, 2012  
Name: Stew Dent  
Student ID: 000123456  
RE: SAP Appeal Explanation Statement

**What happened:**

I was involved in a car accident on October 12, 2011. I was in the hospital for two weeks because of a broken leg. Then I needed to have physical therapy every day for six weeks. This interfered with my ability to attend classes on a regular basis. I was unable to complete the fall 2011 semester and this affected my academic progress.

**What has changed:**

My leg has healed and I feel confident that I am able to continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed. I will also take the workshop offered thru the Academic Success Center called Second Chances: Success in the Repeated Course. I will also use the assignment planner on the library website to help me stay on track.

**Attached is documentation verifying my accident:**

- A note from my doctor showing that I was under his care during the above time, and why. The note also shows that my doctor released me to return to school on January 1, 2012.
- A copy of my hospital bill showing the dates of my stay
- A statement from my physical therapist indicating my therapy schedule

# Continuation of Academic Plan

**STUDENT NAME (print):** \_\_\_\_\_ **UIN:** \_\_\_\_\_

You were granted an appeal and established an academic plan to improve your academic performance to meet the minimum Satisfactory Academic Progress standards. This form is submitted to continue your academic plan

**Identify the semester for which you are submitting this plan:** Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

**Your Academic Plan** –As part of the appeal, a student must document extenuating circumstances that prevented him or her from meeting the requirements as well as develop and agree to an Academic Plan leading to graduation. Complete the plan below and meet with your academic advisor, so that you can agree on the specific steps and performance that you need in order to complete your degree or certificate and meet the Satisfactory Academic Progress standards.

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In the semester(s) below, you must earn this GPA as indicated? _____	

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Course	Credit Hours	Course	Credit Hours	Course	Credit Hours	Course	Credit Hours
Minimum Term GPA: _____		The Minimum Term GPA in these terms will be dependent on the GPA you achieve in the first semester of this plan.					

*I have discussed the above terms and academic plan with the student, so that the student can meet the Satisfactory Academic Progress (SAP) standards to maintain his/her financial aid eligibility toward the major the student is pursuing.*

**ACADEMIC ADVISOR'S NAME:** \_\_\_\_\_

**ACADEMIC ADVISOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CERTIFICATION:** I certify that the information on this form and any attachments is complete and accurate. I understand that I am responsible for meeting any payment deadlines while waiting for an appeal decision and approval of my appeal is not guaranteed. I understand that if my appeal is approved, my academic progress will be reviewed each semester and my failure to meet the conditions of my approved appeal will result in the loss of my future financial aid. If my appeal is approved for one term, I understand that the College must compare my new grades to my academic plan to measure my success. If I did not meet the terms of the appeal, I will not be eligible for financial aid. If I have registered for classes and cannot afford the classes, I should withdraw from the classes I cannot afford. I understand that a second appeal will not be granted.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_