

Satisfactory Academic Progress (SAP) Appeal Form

The purpose of the SAP Appeal form is to allow a student to explain the circumstances that interfered with his or her ability to meet SAP standards during the most recent term. The outcome of an appeal will depend on the nature of the circumstances, the quality of the documentation the student provides, and how well the student has displayed the ability to progress towards degree completion within a reasonable time period. All documentation submitted is confidential to the extent permitted or required by law.

Student Name: _____

Student Social Security Number: ___-___-____ **7-digit SU ID #** _____

Cell phone number: (____) _____ **Other phone number:** (____) _____

Semester for which the appeal is to be considered: Fall 20____ Spring 20____ Summer 20____

Major(s) and Minor(s): _____

Semester hours attempted to date, including withdrawals, incompletes, and EC's: _____

Semester hours needed to complete degree: _____

Expected date of graduation: _____

Have you completed your GO requirement? Yes No

Have you had a previous appeal? Yes No

Type of Appeal

Please select the appropriate category. More than 1 category may apply.

_____ **GPA** If this appeal is based upon your cumulative grade point average, you must address the issue of completing courses with a GPA that does not meet SAP criteria (see SAP policy).

_____ **Pace** If the ratio of semester hours attempted to semester hours passed is less than required (67%), you must address enrolling in courses and receiving a Withdrawal (W) or Extended Credit (EC) which have negatively affected your completion ratio. Please also address enrolling in courses that you failed (grade of F) or earned the grade Unsatisfactory (U).

_____ **Time frame** If this appeal is based on exceeding the specified total of attempted credit hours for the completion of your degree, you must address the need to enroll in a greater number of credit hours than is normally associated with the completion of the degree requirements. Please indicate whether you have recently changed majors.

Reason for Appeal

Please indicate which mitigating situation best explains the reason you have experienced academic difficulty. **You must provide a detailed personal statement including: 1) how the condition or circumstances negatively impacted your ability maintain satisfactory academic progress, 2) how you attempted to maintain your financial aid eligibility during the most recent term, 3) how the condition or circumstances that prevented you from meeting SAP standards have now been resolved, 4) your enrollment plan for the next term in detail. Please provide third party documentation as appropriate.**

_____ **Medical** Your own medical problem contributed to failure to maintain satisfactory academic progress.

_____ **Death/Illness** The death/illness of a family member or close friend contributed to the lack of academic progress.

_____ **Other circumstances** Other circumstances contributed to failure to maintain satisfactory academic progress. Please elaborate in your statement.

I have attached my personal statement. I have read the Susquehanna University Satisfactory Academic Progress Policy. I am submitting a complete SAP appeal form. **I understand that the Financial Aid Office will not review a SAP appeal form that is incomplete or lacks appropriate documentation.** I understand that I will be notified by mail of the Committee's decision.

Student Signature: _____

Date: _____

Return to: Office of Financial Aid
514 University Ave.
Selinsgrove, PA 17870

Office use only
Date rec'd: _____
Reviewed: _____
Decision: _____
