

Satisfactory Academic Progress (SAP) Student Appeal Form



Instructions:

This form must be fully completed with sufficient documentation. Appeals without documentation will be considered incomplete and will not be reviewed.

Student Information

Name: _____

Student ID: _____

Current Major: _____

Phone #: _____

Email: _____

NOTE: Responses will be sent via email with the subject "SAP Appeal Decision."

Current SAP Standing (Check all that apply):

- I have not completed at least 67% of my attempted hours.
- My cumulative GPA is below the standard for my grade level.
- My total credits attempted at all schools have exceeded (or will exceed before I graduate) the maximum allowed hours for my program.

Appeal Reason (select one) (see Extenuating Circumstances and Documentation section):

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Work Related |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Other Extenuating Circumstances |

Attach to this form:

- A typed letter explaining:
 - a. The circumstances that have led to you not maintaining satisfactory progress. Keep in mind that since SAP measurements are cumulative, you may have made poor academic progress on a prior semester other than the most recent. Please be sure to explain what led to failure to meet requirements for each semester that may have contributed.
 - b. What adjustments have you made (or will you make) that will help resolve the issues above? Examples include attending tutoring, time management workshops, paying for classes out of pocket at another institution, medical treatment, etc. Please submit documentation of the adjustments.
- Supporting documentation that corroborates your statements.
- SAP Academic Plan signed by you and your Academic Advisor.

If your appeal is approved, you must sign the SAP Appeal Certification Response form before financial aid is reactivated.

Student's Signature _____

Date: _____

Satisfactory Academic Progress (SAP) Academic Plan



Instructions for Academic Advisor: Federal regulations require the institution to establish an Academic Plan for students who have failed to meet SAP standards. Financial Aid SAP eligibility is not the same as Academic Probation. Please work with the student to develop a planned curriculum, for the indicated number of semesters (use additional page if necessary), to ensure that s/he has a realistic plan and that the coursework listed is required for the student's declared program. Once this plan is developed and agreed upon, please sign and date the Academic Plan. The student cannot receive federal financial assistance for the upcoming academic semester without this document.

Plan requirement

- Student can meet SAP within one semester, SAP Academic Plan not requirement
- Student must have an academic plan for _____ semesters

Student Finance Counselor Signature _____

Student's Information

Name _____ Student ID _____

What is the student's major? _____ Anticipated Graduate Date _____

How many credits does the student need in order to complete the degree? _____

Recommended Course Schedule by Semester:

1: _____ Semester		
Course Number	Dept.	Credit Hrs.

2: _____ Semester		
Course Number	Dept.	Credit Hrs.

3: _____ Semester		
Course Number	Dept.	Credit Hrs.

4: _____ Semester		
Course Number	Dept.	Credit Hrs.

Print Advisor Name: _____

Advisor Signature: _____ Date: _____

Email: _____ Phone: _____

Student Signature: _____ Date: _____

SAP Extenuating Circumstances and Documentation

The circumstances listed below provide many of the most common reasons for appeals and the required documentation. If your specific extenuating circumstance is not listed, use the requirement documentation as a general guide for the type of information that must accompany your appeal. NOTE: The inability to pass course material is not an extenuating circumstance

Extenuating Circumstance		Required Documentation
Extenuating circumstance should have occurred within the semester that caused student to fail SAP.		Submit at least one type of documentation.
Academic	Changes to academic and degree plans, Difficulty with coursework due to recently diagnosed disability	<ul style="list-style-type: none"> • Letter from professor or advisor • Letter from Disability Support Services
Child Care	Child's medical condition	<ul style="list-style-type: none"> • Records from daycare/school that child was required to be kept home • Records from doctor visits • Letter stating doctor advised period of recovery • Hospitalization records
	Daycare issues	<ul style="list-style-type: none"> • Letter from former daycare provider • Letter from new daycare provider
Medical	Serious illness or dental emergency, Change in health status, Surgery or Hospitalization, Mental health issue	<ul style="list-style-type: none"> • Letter from doctor with advised period of recovery • Record of doctor visits • Hospitalization records • Copies of medical bills documenting illness/injury • Letter from doctor, therapist or counselor
Personal	Assault or Domestic Violence	<ul style="list-style-type: none"> • Police report • Court documentation • Letter from clergy, social worker, counselor, doctor
	Death of a family member or friend	<ul style="list-style-type: none"> • Obituary or death certificate • Letter from counselor • Documentation should include date and indicate relationship to the deceased
	Family issues	<ul style="list-style-type: none"> • Letter from therapist or counselor
	Housing issues	<ul style="list-style-type: none"> • Letter from resident advisor • Eviction notice • Letter from transitional housing program
Work	Required overtime, Required schedule change.	<ul style="list-style-type: none"> • Letter from employer including effective dates(s) and whether the increase in hours was mandatory
Other Circumstances	Other unlisted issue	<ul style="list-style-type: none"> • Documentation as appropriate

Satisfactory Academic Progress (SAP) FAQ



What is SAP?

SAP stands for Satisfactory Academic Progress. Federal regulations require that your academic performance be reviewed to ensure you are maintaining adequate progress towards your degree, by evaluating your GPA, number of completed classes, and total hours allowed toward your degree. Students that do not meet the required standards must appeal. You can find our SAP policy at southern.edu/catalog.

Why am I considered not to be making SAP when I have no failing grades? I was advised to drop the class rather than receive a low grade.

Even though dropping a class may help your GPA, the SAP policy considers hours dropped with a "W" as "attempted not successfully completed". You are only negatively affected if the total number of hours you drop places you under the required 67% completion rate.

How will I know the results of my appeal?

After the decision is completed, an email will be sent to your @Southern.edu email address with the results.

If I didn't meet SAP standards a second time, can I appeal again?

Students are allowed one appeal per extenuating circumstance. If you previously appealed your SAP status and continue to not meet SAP standards or the outlined academic plan, then you are no longer eligible to receive aid. The only reason you can appeal again is if a new extenuating circumstance has arisen.

What is a SAP Academic Plan?

Students who will take more than one semester to regain satisfactory academic progress must submit a SAP Academic Plan signed by their Advisor.

- The student must be enrolled only in the course work listed on their academic plan, meet minimum completion rates, and be making progress each semester toward all SAP requirements by the end of the academic plan projected end date.
- The student's progress will be reviewed each semester. Failure to meet the terms of the academic plan will jeopardize eligibility for federal, state, and institutional financial assistance.
- When a change to the recommended course schedule is needed on the academic plan, a new plan must be submitted to Enrollment Services BEFORE the semester begins.