



## **SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL** Academic Services

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas - **cumulative credits earned, semester hours earned, and maximum time limit** - to be eligible for financial aid. It is the students' responsibility to stay informed of the Alverno College SAP Standards and to monitor their own progress. We make an official determination of compliance at the end of the each semester. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal to Academic Services, attention Sue Mente (Instructional Services, FO 407, [sue.mente@alverno.edu](mailto:sue.mente@alverno.edu)), along with all pertinent documentation. Appeals must be submitted at least three days before the official start date of the semester.

### **Required Documentation To Be Provided By Student:**

#### **Ineligible because of maximum timeframe:**

- This completed form (See back side); and
- A formal letter outlining your past educational experience and a discussion of your progress at Alverno College. Understand that your appeal will not be considered without this letter of explanation.

#### **Ineligible because of cumulative credits earned or semester hours earned, and you have mitigating circumstances\*:**

- This completed form (See back side);
- A formal letter explaining your past situation, the changes you have made, and your plan for a successful semester. Understand that your appeal will not be considered without this letter of explanation. Your letter should address these questions:
  - o What was your situation during the past two semesters that resulted in you not completing 2/3 of your attempted credits each semester?
  - o How have you resolved this situation?
  - o What is your detailed plan describing how you will be successful in all of your classes next semester?  
For instance, how will you plan studying, how will you balance work, school, and parenting (if applicable), how will you maintain contact with instructors and your advisor, and what are your back-up plans for an emergency such as your car failing?
- Other pertinent documents as applicable (e.g. medical documents, death certificate or obituary, other as they pertain to your situation).

#### **I understand that Academic Services will not accept a SAP Appeal that is incomplete or lacks documentation.**

I am, therefore, submitting my **complete** SAP Appeal. Once a decision has been made, I will receive written notification of the decision.

#### **\*Situations that are beyond a person's control are considered to be "mitigating circumstances", for example:**

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.

Other documented circumstances



**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL**  
Academic Services

Indicate the semester you are registering for: Summer 20\_\_\_\_ Fall 20\_\_\_\_ Spring 20\_\_\_\_

Indicate the reason(s) for  
USAP:

- \_\_\_\_\_ Cumulative credits earned
- \_\_\_\_\_ Semester hours earned
- \_\_\_\_\_ Maximum timeframe

Print Student Name	Student ID Number (or Social Security Number)
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\_\_\_\_\_  
Street Address, City, State and Zip Code

\_\_\_\_\_  
Home Phone/Cell Phone

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Email

Student Signature	Date
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**For Academic Services Use Only**

*Action taken: Approved*

*Denied*

Signature of Academic Services Representative	Date
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