



Financial Aid and Department of Student Services Satisfactory Academic Progress Appeal Form and Action Plan

Section 1: ACADEMIC PROGRESS APPEAL FOR TITLE IV FINANCIAL RECIPIENTS (complete this section and give a copy to FA; keep a copy in SS with Section 2. Use a separate piece of paper if needed).

Student Name: _____
Student Address: _____
Expected Grad Date: _____
Phone: _____

Date: _____
Student ID#: _____
Program of Study _____
GPA: _____

- Explain the circumstances that caused you to fail to make Satisfactory Academic Progress and the reasons for the basis of this appeal.
- Describe the actions taken to prevent any future recurrence of lack of Satisfactory Academic Progress.
- List or describe other relevant data, which are pertinent to this appeal.
- Attach any supporting documentation, including Medical Statements, Academic Records, etc.

I certify that all information on this form is true and correct to the best of my knowledge.

Signature: _____ Date: _____

****Please Note****

All appeals must be made in writing to the Student Financial Aid Services Appeals Committee. All Appeals are made by individual judgment based on the Student's Record and any supporting documentation that was provided. Only the Appeals Committee can revoke a Financial Aid hold.

Turn over for more information



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Section 2: Academic Improvement Action Plan

The student and Academic Support Counselor must complete this section. This is filed with and monitored by the Academic Support Counselor throughout the subsequent terms as the student works to bring up their GPA and meet SAP.

Dear Student:

You are currently on Academic Probation for failing to reach Satisfactory Academic Performance (SAP) requirements (School Policy #225). To assist you in bringing your GPA up to a 2.0 and in meeting and maintaining SAP going forward, you are encouraged to complete and adhere to the below Performance Improvement Plan.

Student Name: _____

A. Scheduled Appointments with Program Manager and Academic Support Counselor

a. You agree to:

- ☐ Schedule and attend a meeting with your Program Manager regarding your GPA and ways you can make Academic Progress by: _____
- ☐ Attend mandatory weekly appointments with your Academic Counselor throughout the term. ***You must schedule and attend a meeting each week***

b. Prepare for each meeting by:

- Listing your academic and life concerns (i.e. homework, preparing for tests) and be willing to think critically to solve these concerns.
- Bringing your textbooks, notebooks, college planner or calendar, writing utensils (i.e. pen/pencil) with your concern about that respective class(es) to every scheduled meeting.

B. Tutoring:

- ☐ Attend tutoring sessions in the Innovation Center Rm. 103 regularly throughout the term for homework and studying for exams if recommended.

C. Classroom Performance:

- Attendance in class is mandatory for improvement. You must attend all scheduled classes
- Try to participate in the classroom discussions
- Communicate with your instructors before and after class, email, phone contacts on homework, assignments, exam dates.

By signing, you are confirming your understanding of the SAP Policy, Appeal Process and Performance Improvement Plan, and confirming your agreement to follow the Performance Improvement Plan as outlined above.

Student Signature and Date

Academic Support Counselor and Date