CABRINI COLLEGE

Satisfactory Academic Progress (SAP) Appeal Form

Cabrini's Office of Financial Aid will notify students who are failing to meet the College's Satisfactory Academic Progress (SAP) policy for financial aid.

The Satisfactory Academic Progress (SAP) policy has two components: first, the students are required to maintain a specified cumulative GPA; and second, they must complete a specified percentage of all courses attempted in a semester. Students who fail to make SAP are eligible to submit only one appeal during their course of study.

To submit an appeal the student should complete this form and provide it to the Director of Financial Aid.

Financial Aid notified students of appeal results, and if approved, the conditions and instructions for signing the SAP probation contract before aid will be reinstated.

In order to appeal the denial of financial aid due to the failure to maintain Satisfactory Academic Progress, you must **complete** this form and **attach the required documentation**. Forms lacking appropriate documentation will be regarded as incomplete. **Please submit this form to the Office of Financial Aid for review.**

Please read and complete this application carefully.

Student Information

Date_____   **Cabrini ID #:** _____
Last Name: _____   **First Name:** _____   **MI:** _____
Address:

_____
Phone: _____   **E-Mail Address:** _____
Major: _____   **Expected Graduation Date:** _____

Please indicate the semester for which the appeal is to be considered: ☐Fall 20____ ☐ Spring 20____

Types of Appeals
Please check the appropriate category (more than 1 category may apply)
☐ **GPA*** - If this appeal is based upon your cumulative grade point average**.**
☐ **Completion Percentage* -** If the percentage of hours earned is less than the required amount.
☐ **Number of Years Enrolled* -** If the number of years enrolled is greater than permitted.
*See the Satisfactory Academic Progress policy on our website for detailed information.

Reasons for Appeal
Please indicate which mitigating situation best applies to the reason you have experienced academic difficulty. Then, you must provide a detailed explanation of the factors contributing to your lack of academic progress. Also, please describe the steps taken to prevent future unsatisfactory academic progress.
☐**Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
☐**Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, etc.
☐**Change of Major:** If a change of major has contributed to the lack of academic progress, please attach a copy of the change of major form(s) that you submitted to the Registrar's Office.
☐**Other Circumstances:** Please clearly state the circumstance (not listed above) and provide appropriate documentation._____
_____
*All mitigating circumstances must be documented

Explanation
You must provide a written explanation below regarding the reasons behind your failure to meet satisfactory academic progress. (If additional space is needed, please feel free to attach an additional page)
If you are failing SAP due to the minimum GPA requirement: What are the circumstances that led to your poor academic performance and how will these circumstances be different in the immediate future?   **Use a GPA calculator to complete the following:** To raise my cumulative GPA to _____ by the end of this term , I will need to average _____ in my courses taking a total of ___ credits. (We recommend www.back2college.com/raisegpa.htm)
If you are failing SAP due to the completion percentage: Why were you unable to complete your coursework successfully and how will these circumstances be different in the immediate future?
For ALL appeals: Which courses gave you the most trouble? Why?   How many hours a week do you spend on academic work?

SAP Appeal Outcomes
Why should your SAP appeal be granted?
If your SAP appeal is granted, what will you do differently regarding your studies?

ACKNOWLEDGEMENT:

I have read the Cabrini College Satisfactory Academic Progress Policy and am submitting a complete SAP Appeal Form. **I understand that a SAP Appeal Form that is incomplete or lacks appropriate documentation can delay the decision of my appeal**.

_____   _____

Student Signature   Date

For office use only:

Academic Affairs:

☐Appeal Not Endorsed   ☐ Appeal Endorsed

Financial Aid:

☐Appeal Denied

☐Appeal Approved – Probation (Detail below)

☐Appeal Approved – Academic Plan (Detail below)

Recommended Conditions for financial aid probation:

Conditions for financial aid probation: