



Satisfactory Academic Progress (SAP) Appeal Form

Students whose Satisfactory Academic Progress (SAP) status has resulted in the loss of financial aid eligibility for the 2023–2024 academic year may use this form to appeal the decision based on extenuating circumstances. The Financial Aid Office will notify students who are failing to meet the University's Satisfactory Academic Progress (SAP) policy for financial aid. See the complete SAP policy at [Satisfactory Academic Progress](#).

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.

To appeal against 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 Financial Aid Office for review.

Student Information

Date _____ Last Name _____ First Name _____

Cabrini ID Number _____ Cabrini Email Address _____

Major _____ Expected Graduation Date _____

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

Type of SAP Appeal

Please check the appropriate category (more than 1 category may apply)

- GPA***-If this SAP appeal is based upon your overall cumulative grade point average (GPA)
- Credit Completion Percentage***-If the percentage of hours earned is less than the required amount

**See the [Satisfactory Academic Progress Policy](#) on our financial aid website for detailed information about GPA/Credit Completion Percentage.*

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. Based on your notification of failing Cabrini's satisfactory academic progress, please select the mitigating circumstance(s) that may have contributed to your inability to maintain eligibility for federal aid by checking the category that applies to your situation. (Please supply supporting documentation for each circumstance.)

- 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 _____

Explanation of Circumstances

Please attach a typed statement, signed, and dated, that explains in detail the circumstances that resulted in you not meeting the SAP standards. Please be sure to include required supporting documentation. For examples of accepted supporting documentation, please see the next page. A portion of your statement must include the changes that you have made in your academic preparedness to be successful in your academic career going forward. (For example, use of various support services found on campus. Please be specific.)

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? Please be sure to include this in your typed statement explaining.

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? Please be sure to include this in your typed statement explaining.

For ALL GPA/Completion Percentage appeals: Which courses gave you the most trouble? Why? How many hours per week do you spend on academic work? Please be sure to include this in your typed statement explaining.

SAP Appeal Outcomes

Why should your SAP appeal be granted? What changes have you or will you make academically to ensure you are on track with your SAP? Please be sure to include this in your typed statement explaining.

If your SAP appeal is granted, what changes will you make to ensure that you are successful in your academic career? Please be sure to include this in your typed statement explaining.

Student Acknowledgement:

I have read the Cabrini University 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.** I also understand that the Financial Aid Office will make a final decision regarding my Satisfactory Academic Progress Appeal.

Student Signature

Date

For financial aid office use only:	
Academic Affairs:	Financial Aid:
Appeal Not Endorsed Appeal Endorsed	Appeal Denied
	Appeal Approved – Probation (Detail below)
	Appeal Approved – Academic Plan (Detail below)
Recommended Conditions for financial aid probation:	Conditions for financial aid probation: