

## Satisfactory Academic Progress (SAP) Appeal Form



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

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

\*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?

Indicate how you plan to achieve the minimum cumulative GPA requirements:

- I have used a GPA calculator (we recommend <http://www.back2college.com/allthingsgpa.htm>) to calculate the minimum GPA I must earn in order to achieve the minimum Satisfactory Academic Progress requirements by the end of the probationary term
- I have created a schedule with my academic advisor, that includes repeat-delete, and/or change of major options that will allow me to achieve the minimum Satisfactory Academic Progress requirements by the end of the probationary term

**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 per week do you spend on academic work?

***SAP Appeal Outcomes***

Why should your SAP appeal be granted?

If your SAP appeal is granted, what changes will you make to ensure that you are successful in your academic career?

**ACKNOWLEDGEMENT:**

I have read the Cabrini University Satisfactory Academic Progress Policy and am submitting a complete SAP Appeal Form. **I understand that if my appeal is approved, I must provide the Financial Aid Office with a copy of the academic plan created for me by the Center for Student Success. I understand that my financial aid eligibility will not be restored unless I provide a copy of the academic plan.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Financial Aid Office Use Only:**

Appeal Denied

Appeal Approved – Probation

Appeal Approved – Academic Plan (see attached)