



## SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

The Higher Education Act of 1965, as amended, requires Albion College to develop and enforce standards of satisfactory academic progress (SAP) in order to maintain your eligibility for federal financial aid. The standards are developed to ensure that students are succeeding academically while also minimizing student debt.

The SAP standards require students to meet three criteria:

- Minimum Grade Point Average (GPA)
- Cumulative Completion Rate (Pace)
- Maximum time frame for completion

Students who have been placed on Financial Aid Suspension may complete an appeal of eligibility if there are extenuating circumstances.

### SAP APPEAL REASONS

Valid reasons for an SAP appeal include, but are not limited to:

- Injury, accident, or illness by you or a significant person in your life.
- Death of a family member or significant person in your life.
- Another significant event that can be documented.

The following are NOT valid reasons for an SAP appeal:

- Unpreparedness for college coursework.
- Lack of awareness of course withdrawal policies.
- The need for financial assistance.

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### APPEAL PROCESS INSTRUCTIONS

1) Complete the Satisfactory Academic Progress Appeal Form

Provide a detailed statement answering the following questions:

- i. What were the extenuating circumstances that prevented you from meeting SAP standards?
- ii. What has changed that will allow you to return to SAP compliance?
- iii. How will you maintain SAP compliance in the future?

2) Provide the necessary supporting documentation to support the extenuating circumstance.

3) Submit the completed form and all necessary documentation to the Office of Financial Aid. Documentation can be emailed to [financialaid@albion.edu](mailto:financialaid@albion.edu), faxed to 517-629-0581, mailed to the address below, or returned to the Financial Aid Office.

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**SECTION 1: STUDENT INFORMATION**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**SECTION 2: EXPLANATION OF CIRCUMSTANCES**

**Please answer the following questions on a separate document and attach them to this form:**

1. What were the extenuating circumstances that prevented you from meeting SAP standards?
2. What has changed that will allow you to return to SAP compliance?
3. How will you maintain SAP compliance in the future?

Attach the necessary documentation to this completed form.

Please note: The Financial Aid Office is required to report incidents of sexual violence or sexual harassment disclosed through this form to the Title IX Coordinator for follow-up and possible investigation. If you have experienced any form of sexual violence and would like to speak confidentially to a counselor for support, please contact Counseling Services. Additional information can be found at [www.albion.edu/offices/title-ix](http://www.albion.edu/offices/title-ix).

**SECTION 3: STUDENT SIGNATURE**

By signing below, I certify that all information provided and reported on this form and supporting documentation is complete and accurate. I further agree to submit any other requested documentation to substantiate this request. I understand that if I purposely give false or misleading information and/or fraudulently sign this form, my appeal will automatically be denied.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_