



Satisfactory Academic Progress Appeal Form

To maintain eligibility for federal financial aid, regulations require students to maintain Satisfactory Academic Progress (SAP). At Spalding University this means students must maintain a minimum cumulative grade point average (undergraduate students = 2.0 G.P.A; graduate student = 3.0 G.P.A), must earn at least 75% of all attempted, and must complete a degree within a maximum number of credit hours.

To appeal for reinstatement of financial aid eligibility at Spalding University, please complete this form and submit it to the Financial Aid Office with all required information and documentation.

Appeal must be typed. Incomplete appeals will not be considered.

Name: _____ Student ID# _____

Address _____

Student email: _____ Phone _____

Degree Program/Major _____

Term for which you want to receive aid : _____ (cannot be a term which has ended)

1. Reason you are currently denied financial aid (check all that apply):

I am an undergraduate student and do not have a cumulative GPA of at least 2.0 OR
 I am a graduate student and do not have a cumulative GPA of at least 3.0

I have not earned/completed at least 75% of my cumulative attempted credit hours (total hours earned divided by total attempted).

I will not be able to complete my degree within the 133% maximum time frame.
 I have attached a list signed by my advisor of all remaining degree requirements.

Students have the right to appeal for reinstatement/extension of financial aid eligibility if there were extenuating circumstances which prevented Satisfactory Academic Progress. Extenuating circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress.

2. Reason for your lack of Satisfactory Academic Progress (check all that apply):

Illness and/or Injury Death Separation, Divorce, Custody Issue

Other _____

3. Financial Aid Appeals must include all of the following (incomplete appeals will not be considered):

- The Satisfactory Academic Progress Appeal Form (complete, legible and signed).
- A detailed letter from the student which:
 - Thoroughly explains the circumstances which prevented satisfactory academic progress in the past and how/why those circumstances affected the student AND
 - Clearly explains how the circumstances have been resolved to ensure satisfactory academic progress in the future. This should include the steps/resources that will be taken to improve academic performance
- Documentation to support/verify the circumstances cited in the letter. For example, illness and/or injury can be documented with hospital or insurance records; a death can be documented with an obituary or funeral card; divorce can be documented with signed letter from a lawyer or a copy of the divorce decree etc. Letters must be signed and must contain contact information (the phone number, email address, etc. of the person who wrote and signed the letter). Documentation cannot be from family members, significant others, roommates, etc.
- If you are appealing because you will not earn your degree within the 150% timeframe, you must attach a list of the required classes you still need to take and that list must be signed by your advisor.

4. Initial and sign below:

____ I understand that if my appeal does not include everything listed above it will not be considered.

____ I understand that appeals cannot be approved for a semester which has ended.

____ I understand that this appeal is for financial aid purposes only.

____ I have read Spalding University's Satisfactory Academic Progress Policy at <https://studenthandbook.spalding.edu/?id=188>

____ I understand that I am responsible for making necessary payment arrangements for any charges I owe the University regardless of the outcome of my appeal.

____ I understand that if my appeal is approved, any aid I may receive could be delayed because my unsatisfactory academic progress may have delayed the awarding process.

____ I certify that the information I have provided in this appeal is true and complete.

Student Signature

Date

FAO USE ONLY:

GPA: _____ **Attempted:** _____ **Completed:** _____ **# of Appeals:** _____

Other Notes: _____