

# Standards of Academic Progress (SAP) Appeal Form



Student's Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

The Office of Student Enrolment and Financial Services (SEFS) has reviewed your academic progress, and it has been determined that you have not met the requirements as identified in the Standards of Academic Progress. This review results in **Financial Aid Suspension** for the future semesters. Financial Aid Suspension means the termination of all federal, state, and institutional aid.

**Students who choose to attend JCU while on financial aid suspension may do so at their own expense and will not regain eligibility for financial aid until academic progress is met, unless there is an approved appeal.**

A student who believes extenuating circumstances prevented their compliance with satisfactory academic progress may appeal the decision by completing the steps below.

## 1. Written Explanation

Provide a written explanation of mitigating or extenuating circumstances that affected the ability to meet the standards of academic progress. Be sure to explain how an additional semester of aid eligibility will bring the performance into federal compliance. Attach any documentation that will substantiate the appeal (i.e. medical documentation, supporting documentation, etc.)

## 2. Academic Plan

Provide a detailed Academic Plan (see Page 2 & 3) with appropriate support mechanisms in place that will ensure the ability to achieve the semester hours and GPA requirements to return to satisfactory progress. This plan must be created in conjunction with the Academic Dean/Advisor and include supporting recommendation from an Academic Dean.

**Please Note:** Students will be notified of the appeal results in writing via email. If the appeal is approved, aid is reinstated on a semester basis. Failure to maintain GPA requirements and credit hour stipulations of the Academic Plan will result in permanent suspension of financial aid without further chance of appeal.

# SAP Academic Plan



Student's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Date: \_\_\_\_\_

## To Be Completed by Assistant Dean:

Major: \_\_\_\_\_ Officially Declared: Yes \_\_\_\_\_ No \_\_\_\_\_

Current GPA: \_\_\_\_\_ Semester GPA required to meet SAP: \_\_\_\_\_

Attempted hours: \_\_\_\_\_ Completed hours: \_\_\_\_\_ PACE %: \_\_\_\_\_

How many credit hours does student need to complete successfully to meet PACE:

\_\_\_\_\_

Assistant Dean: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fall Semester _____		Spring Semester _____		Summer Semester _____	
Course Abbreviation and Number	Credits	Course Abbreviation and Number	Credits	Course Abbreviation and Number	Credits
Total Credits This Semester		Total Credits This Semester		Total Credits	

Fall Semester _____		Spring Semester _____		Summer Semester _____	
Course Abbreviation and Number	Credits	Course Abbreviation and Number	Credits	Course Abbreviation and Number	Credits
Total Credits This Semester		Total Credits This Semester		Total Credits	

Fall Semester _____		Spring Semester _____		Summer Semester _____	
Course Abbreviation and Number	Credits	Course Abbreviation and Number	Credits	Course Abbreviation and Number	Credits
Total Credits This Semester		Total Credits This Semester		Total Credits	

<b>Assistant Dean Comment:</b>

**Student Name:** \_\_\_\_\_ **Student Email:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Student Phone Number:** \_\_\_\_\_

**Please return the sheet with supplemental documents to:** John Carroll University, Student Enrollment and Financial Services  
1 John Carroll Boulevard  
University Heights, OH 44118

**Fax:** 1-216-397-3098

**Email:** enrollment@jcu.edu