SATISFACTORY ACADEMIC PROGRESS POLICY

Federal guidelines require all financial aid recipients to maintain Satisfactory Academic Progress (SAP) by achieving a minimum cumulative GPA (as defined for undergraduate students) and successfully completing at least 75% of all courses attempted. Students are evaluated at the end of each semester. Students who fail to meet these guidelines are placed on an academic warning semester. If SAP requirements are not met at the conclusion of the warning semester, the student is ineligible for financial aid. Financial aid eligibility may be granted upon receipt and approval of the Satisfactory Academic Appeal.

If you feel you have extenuating circumstances which negatively impacted your ability to maintain SAP, you may submit this completed appeal form with supporting documentation. Examples of situations where an appeal may be considered include serious illness, hospitalization, or death of a family member. Examples of supporting documentation include hospital records, doctor’s notes, etc.

** Appeals submitted without appropriate supporting documentation will not be considered. **

If you choose to submit a SAP appeal, you must address both why you failed to make SAP and what has changed that will now allow you to satisfy the Academic Progress requirements in the future.

When receiving SAP appeals, the Academic Standing Committee will consider both extenuating circumstances that led to the failure to make SAP and whether the student will be able to meet SAP standards by the end of the following academic term or a specific later date by adhering to an academic plan. The Office of Academic Services will respond to all written appeals with a decision via email to the student’s Drew email address.

If a SAP appeal is granted, the student will be placed on probation. Conditions may be imposed on the student’s continued eligibility through an academic plan, which is developed in conjunction with the Associate Dean for Academic Services. An academic plan may include requirements such as a reduced course load or enrollment in specific courses. At the end of the first term of Probation, the student must either be making SAP or successfully completing the conditions of the academic plan in order to be eligible for financial aid and resume good academic standing.

STUDENT INFORMATION

Student’s Name: ____________________________ Student ID #: ____________________________

Address: ________________________________________________________________________

Phone Number: ____________________________ Email Address: ____________________________

SATISFACTORY ACADEMIC PROGRESS APPEAL

1. Please indicate basis for your appeal:
You must provide a full explanation with documentation on page 2 of this form or a separate sheet of paper.

□ Medical Reasons   □ Family Emergency   □ Other ________________________________
2. Please explain your extenuating circumstances and indicate in detail why you failed to meet SAP requirements (you may attach a separate sheet of paper). Note: You must provide supporting documentation (i.e. doctor’s note, etc.) or your appeal will be denied.

________________________________________________________________________________________
________________________________________________________________________________________
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3. Please explain what circumstances changed that will now allow you to meet SAP requirements in the future (you may attach a separate sheet of paper).

________________________________________________________________________________________
________________________________________________________________________________________
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REMINDER: APPEALS MUST INCLUDE SUPPORTING DOCUMENTATION.

CERTIFICATIONS AND SIGNATURES

Note: Your signature below indicates you understand the terms and conditions of the SAP policy and appeal process. Submitting this appeal form does not guarantee approval.

The Office of Academic Services makes every effort to respond to appeals within 10-14 business days.

________________________________________________________  ______________________________________
Student’s Signature                                      Date