

Unsatisfactory Academic Progress Appeal Form

Name:	ID#:
Email:	Cell Phone #:

Required Documentation

Reasons for Appeal * <input type="checkbox"/> Personal illness or injury <input type="checkbox"/> Personal crisis <input type="checkbox"/> Illness of a family member <input type="checkbox"/> Death in the family <input type="checkbox"/> Other (list) _____ _____ _____	<p>Submit a one-page explanation about why you are not meeting the required GPA and/or PACE requirements, or why you have exceeded the maximum time-frame allowed to complete your degree.</p> <p>Your explanation must include the following:</p> <p>Explain what happened – why you were unable to maintain satisfactory progress (Attach any relevant supporting documentation, which may include a doctor’s statement, copy of hospital/urgent care/physician’s bill, obituary, funeral notice, or death certificate.)</p> <p>Explain what has changed – the corrective measures you have taken or will take to achieve and maintain satisfactory academic progress</p> <p>Is this your first SAP appeal? Which term are you appealing for?</p> <p>YES___ NO___ FALL___ SPRING___ SUMMER ___</p> <p>If NO, What term and year did you previously appeal? _____</p>
--	--

**Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework, will not be accepted as reasons for the purpose of an appeal.*

Academic Plan

<input type="checkbox"/> If you are exceeding the maximum time frame	1. With your advisor, complete the academic plan form that states the classes you have left to take, the total number of credit hours left to graduate, and your expected graduation date. This plan must be signed off on by your advisor. Should a conflict arise in your schedule, a revised academic plan must be submitted to the Office of Financial Aid along with an explanation of the situation.
<input type="checkbox"/> If you are not meeting the GPA and/or PACE requirements	1. With your advisor, complete the academic plan form that states the classes you have left to take, the total number of credit hours left to graduate, and your expected graduation date. This plan must be signed off on by your advisor. 2. With your advisor or the registrar, determine and enter below your projected SAP progress: My GPA will reach 2.0 (or higher) by _____ (term/year) if I maintain _____ GPA per semester. My PACE will reach 67% by _____ (term/year) if I pass _____ credits per semester. My Total Attempted Credit Hours (including transfer credits) when I graduate will equal _____.

By completing and signing this form, I understand the following:

- Submitting an appeal is not a guarantee that my eligibility for financial aid will be reinstated.
- If my appeal is approved, I will be placed on Probationary Status and will be eligible for aid for one semester; during which time I must follow the academic plan developed with my advisor and will make use of the Tusculum Academic Resource Center and/or the Tutoring Center. After completion of the one semester of allowable aid, my SAP will be re-evaluated. I will be eligible to receive aid for another semester if I am now meeting the SAP standards or following my academic plan and showing successful progress toward regaining eligibility at the time I am re-evaluated.
- If my appeal is denied, I understand I will not be eligible for federal or state assistance until such time that I meet each of the requirements in the SAP policy for PACE, GPA, and Maximum Timeframe.

Student Signature (Electronic signatures will not be accepted)

Date

All documents must be received within 30 days of Notification of Unsatisfactory Academic Progress—Denial of Financial Aid.



Unsatisfactory Academic Progress
Academic Plan

Office of Financial Aid

Name: _____

ID: _____

Major: _____

Advisor: _____

Minor: _____

Term Appealing for: _____

ACADEMIC PLAN

This section is to be filled out by the Academic Advisor to reflect all courses that are required to be completed by the student for their General Education, Major and/or Minor/Concentration (only if required). The Academic Plan should only include those courses **required** for earning a degree in the declared major and minor/concentration. Please use the graduation plan below to list when the courses required will be taken.

Should a conflict arise in the student's schedule, a revised academic plan must be submitted to the Office of Financial Aid along with an explanation of the situation.

Graduation Plan

Semester:

1	
2	
3	

4	
5	
6	

Semester:

1	
2	
3	

4	
5	
6	

Advisor Signature: _____

Date: _____

Semester:

1	
2	
3	

4	
5	
6	

Semester:

1	
2	
3	

4	
5	
6	

Semester:

1	
2	
3	

4	
5	
6	

Semester:

1	
2	
3	

4	
5	
6	