

2017-2018 Satisfactory Academic Progress (SAP) Appeal Cover Sheet

Student ID _____ Legal Name _____

This cover sheet must be completed and submitted with all SAP appeals relating to low GPA and/or completion rate.

Satisfactory Academic Progress (SAP) Appeal Requirements Checklist:

- Completed Satisfactory Academic Progress Appeal Cover sheet (this form)
- Typed appeal in your own words that includes:
 1. Explanation of the extenuating circumstances that prevented academic progress
 2. A clear plan of action describing how academic progress has and/or will improve
- Supporting documentation (letter from instructor/advisor/tutor, medical documentation, etc.)
- Complete Financial Awareness Counseling at studentloans.gov. Include the printed confirmation page provided at conclusion of counseling with your appeal

Please review the SAP cancellation notice that you received as well as the SAP policy available at www.emich.edu/finaid. Your current SAP status is available for review on your my.emich account (click on the Student Tab/Financial Aid Tab/Eligibility link/Academic Progress Tab).

The Financial Aid Review Committee will review and respond to your appeal with either an approval or a denial. These decisions are communicated in writing to your EMU email account.

All appeal decisions are final. If your appeal is denied, you may re-appeal for a future semester ONLY if you are able to provide information that addresses what has changed about your situation since your last appeal.

If you are appealing to receive financial aid for the.....	Your appeal needs to be received by our office by....
Fall 2017 semester	October 6, 2017
Winter 2018 semester	February 2, 2018
Summer 2018 semester	June 1, 2018

What semester are you requesting to receive financial aid? _____

What is your reason for cancellation?
 GPA deficiency
 Completion Rate deficiency
 GPA and Completion Rate deficiencies

What is your current cumulative EMU GPA? _____
 (Institutional GPA from Academic transcript)*

How many credit hours have you passed at EMU? _____
 (Institutional passed hours from Academic transcript)*

How many credit hours have you attempted at EMU? _____
 (Institutional attempted hours from Academic transcript)*

What is your current EMU Completion Rate (passed hours ÷ attempted hours)? _____

* Passed and Attempted EMU (Institutional) hours are found under the "Student" tab of your my.emich account. (Click on Student Services, Student Records and Academic Transcript).