

**2018-2019 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)
- Well-written, 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.)
- Completed 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](http://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 University Writing Center is available to provide feedback and to assist you with your appeal letter. Visit [www.emich.edu/uwc](http://www.emich.edu/uwc) or call 734-487.0694 for more information.

We will respond to your appeal via your emich.edu email account with either an approval or a denial. **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....
Summer 2018 semester	May 7, 2018
Fall 2018 semester	September 10, 2018
Winter 2019 semester	January 11, 2019
Summer 2019 semester	May 6, 2019

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 GPA?\* \_\_\_\_\_

How many credit hours have you *earned* towards your degree?\* \_\_\_\_\_  
(Transfer students should use Degree Hours)

How many credit hours have you *attempted* towards your degree?\* \_\_\_\_\_  
(Transfer students should use Degree Hours)

What is your current EMU Completion Rate (earned hours ÷ attempted hours)? \_\_\_\_\_

\* GPA, Earned Hours and Attempted Hours are found under the "Student" tab of your my.emich account. (Click on Student Services, Student Records and Academic Transcript).