



**Student ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_

This form is a required cover sheet to be completed and submitted with all SAP cancellation appeals for failure to maintain the required minimum cumulative GPA 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 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](http://studentloans.gov). Include 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 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 address.

Review committee decisions are final. If a decision is made to deny your appeal, you may request a second review by the committee ONLY if you will provide new information and documentation that was not included in the initial appeal.

If you are appealing to receive financial aid for the.....	Your appeal needs to be received by our office by....
Fall 2013 semester	November 1, 2013
Winter 2014 semester	March 7, 2014
Summer 2014 semester	June 13, 2014

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).