

Student Information

Last Name	First Name	Middle Initial	Student ID Number
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Satisfactory Academic Progress (SAP) Standards

- 1. Maintain a cumulative/overall GPA of 2.0 or higher.**
- 2. Successfully complete 67% or more of total cumulative credits attempted.**
 - Example: Student completed 8 credits out of 12 credits attempted = $8/12 = 66\%$
- 3. Complete all degree/certificate program requirements within 150% of the published length of program.**
 - Example 1: A student enrolled in a 30 credit hour certificate program must complete this form upon reaching 45 credit hours attempted (including transfer credits).
 - Example 2: A student enrolled in a 60 credit hour associate's degree program must complete this form upon reaching 90 credit hours attempted (including transfer credits).

Important Appeal Information

- **If this appeal is approved, it is only valid for the 2023-24 award year.** You must submit a new, updated Degree Completion Appeal each award year needed to complete your program.
- **Submitting this appeal does not guarantee approval.** Previously completed credits, and courses which are below 100-level (ENG-050, COLLS-053, etc.), will be automatically denied. We will inform you of exactly which courses may be attempted using financial aid.
- **Please plan to pay for your tuition & fees through other resources while appeal is under review**
- **When submitting this Appeal, be sure to include your Academic Evaluation (see next page for instructions)**

Please allow 1-2 weeks for processing

Degree Completion Appeal

- 1) Why have you attempted over 150 percent of your program's credits (all courses taken at Schoolcraft and any credits you have transferred in) without yet earning your degree?
- 2) If you are also not meeting the completion rate (67%) and GPA requirement (2.0), please provide an additional explanation and supporting documentation.

**FAR23MIL
FAC23TSP**

Academic Evaluation

To complete the grid below:

- Go to **Ocelot Access** @ <https://my.schoolcraft.edu/>
- Click on CREDIT STUDENT and enter your Ocelot Access username & password
- Go to FINANCIAL AID box
- Click on Satisfactory Academic Progress (SAP)
- Click on the SAP status bar to view your **cumulative GPA** and **completion percentage** and enter into the grid below.

Please do not leave blank

Current GPA:	Completion Rate:
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Program information:

Login to **Ocelot Access** @ <https://my.schoolcraft.edu/> under the current student section:

1. Click on “Academic Advising”
2. Click on “Check Progress toward My Degree”.
3. Select your Active program.
4. Next to “REQUIREMENTS” select “EXPAND ALL” and click on “PRINT”.

NOTE:

- **This will not work using a phone, you must do this on a computer.**
 - **It must have your name at the top, if it says “my progress” at the top it will not be accepted.**
 - **Screen shots are not acceptable.**
5. Submit a complete/entire evaluation (all pages) with this form.

If you do not see your current program active, you will need to update your academic program with Academic Advising. Once updated, follow the steps above*.

I understand I must successfully follow my academic planning to remain eligible for financial aid.

Signature

Date

Office of Financial Aid

Phone: 734-462-4433 • Fax: 734-462-4527 • finaid@schoolcraft.edu • schoolcraft.edu/aid