Last Name	First Name	Middle Initial	Student ID Number

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: 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).

SAP Appeal Reason and Documentation
SAP APPEALS SUBMITTED WITHOUT SUPPORTING DOCUMENTATION WILL BE DENIED.

Please Note:

➢ **Submission of an appeal does not guarantee approval**
➢ **Please plan to pay for your tuition & fees through other resources while appeal is under review**
➢ **When submitting this appeal, also include your Academic Evaluation (instructions on next page)**

Please allow 1-2 weeks for processing

Check the box below for the circumstance that best fits your situation. Documentation is required for all appeals.

Circumstance (please check one)		Documentation Examples:
	Death of a relative or other significant person in your life	• Copy of death certificate/obituary • Document relationship to you
	Personal injury or illness of yourself, or someone in your care	• Accident/police report • Signed statement from physician on letterhead
	Time management difficulties, including military deployment or other job schedule changes *if not known prior to the end of Schedule Adjustment*	• Letter from employer on letterhead • Documentation showing schedule change
	Interpersonal problems with family, friends, roommates, or others	• Signed statement from a witness • Emails or other communication
	Family changes such as divorce, separation, pregnancy complications	• Official legal documents • Signed statement from physician on letterhead

If you cannot obtain official documentation, you can submit a letter from someone other than yourself who can confirm your situation. This 3rd party letter must include:

- Name of the person writing the letter and their relationship to you
- Legal signature of the person writing the letter, if from a company, doctor
- Contact information (phone number or email address) for the person writing the letter
- A brief description of what they know of your situation, and what you have done to improve ensure your academic success in the future.

Appeal Explanation
If additional space is needed, please attach a separate page. Please write in paragraph format.

Be specific in describing the factors that caused you to fail SAP standards?

_____

_____

_____

_____

Be specific in describing the actions you will take to improve your performance.

_____

_____

_____

_____

Academic Evaluation and Plan

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:

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.

_____

Student signature   Date

FAR23MIL
FAC23USP