2024-25 Satisfactory Academic Progress Appeal

Student Name   **Student ID #**

Program of Study   **Anticipated Graduation Semester**

Before submitting this appeal, please review the Schoolcraft College Satisfactory Academic Progress (SAP) policy at
https://www.schoolcraft.edu/aid/apply-for-aid/maintaining-your-aid/

Please check the term(s) for which you are requesting <u>reinstatement</u> of your financial aid (check all that apply):

☐ Fall 2024   ☐ Winter 2025   ☐ Spring/Summer 2025

Please note that if your COMPLETE SAP appeal is not received and processed before the semester ends, you cannot be awarded for that semester.

Please check the SAP standard(s) you are not meeting (check all that apply):

☐ Cumulative GPA below 2.0   **REQUIRED - Current GPA** _____ (see directions on page 2)
☐ Credit hours completed less than 67%   **REQUIRED - Current Completion Rate** _____ (see directions on page 2)
☐ Credit hours attempted more than 150% of your program of study **(only complete 1 and 2 below) – Must also be meeting GPA and completion rate requirements.**

Please follow the directions below:

1. You **MUST** attach your academic evaluation. See directions on page 2.

2. You **MUST** attach a written explanation of the extenuating circumstance(s) that have contributed to your inability to meet the SAP requirements and a copy of your Academic Program Evaluation from Ocelot Access.

   Please note that we review the entire academic transcript, so if you are below the 2.0 GPA or 67% credit hour completion rate, you must address **EACH** semester in which you failed or dropped classes. You must address how the issue(s) that impacted your ability to meet SAP standards have been **resolved**.

3. You **MUST** attach supporting documentation for **GPA and/or completion rate appeals only**. Examples include police report, death certificate, doctor's note, or third-party letter. Third party letters must include the person's name, relationship to you, contact information, and signature.

I understand that submitting an appeal does not guarantee approval. Failure to submit this form, your academic evaluation, and supporting documentation (for GPA and completion rate appeals) will result in an automatic denial. Lack of awareness of drop/withdrawal policies and/or SAP requirements, and unpreparedness for college are not acceptable circumstances for an appeal. If you registered for courses and your appeal is denied, you are responsible for the charges on your account.

Student Signature   Date
SIGNATURES MUST BE HANDWRITTEN

To obtain a copy of your academic evaluation:

1. Log in to Ocelot Access - https://my.schoolcraft.edu/
2. Click on the "Credit Student" card
    a. Click on the "Academic Advising" card
    b. Click on "Check Progress Towards My Degree" card
    c. Select your active program
    d. Next to "Requirements" click "Expand All"
    e. Click "Print"
        i. Please be sure to submit your **ENTIRE** academic evaluation

To determine which semester(s) you did not do well in, download a PDF of your unofficial transcript in Ocelot Access - https://my.schoolcraft.edu/

1. Log in to Ocelot Access - https://my.schoolcraft.edu/
2. Click on the "Credit Student" card
3. Click on the "My Student Records and Grades" card
4. Click on "Unofficial Transcript: College Credit" to download the PDF

To view your SAP information:

1. Log in to Ocelot Access - https://my.schoolcraft.edu/
2. Click on the "Credit Student" card
3. Click on "Satisfactory Academic Progress in the "Financial Aid" card
    a. Use "Cumulative GPA" to fill in GPA on page 1
    b. Use "Completion Percentage" to fill in Current Completion Rate on page 1

To change your active academic program, please speak to an Advisor.