

**2024-25 Satisfactory Academic Progress Appeal**

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**Student Name****Student ID #**

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**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 reinstatement 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.**

**IF YOUR COMPLETED FORM, ACADEMIC EVALUATION, AND ALL SUPPORTING DOCUMENTATION ARE NOT RECEIVED TOGETHER, YOUR SAP APPEAL WILL NOT BE PROCESSED AND YOU WILL NEED TO RESUBMIT IT WITH ALL REQUIRED DOCUMENTATION. IF THIS OCCURS YOU WILL BE INFORMED VIA SC EMAIL.**

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)

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 for each semester 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. 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.

Explain the specific factors that caused you to not meet Federal Satisfactory Academic Progress (SAP) standards. If additional space is needed, please attach a separate page, in paragraph format. Not knowing the College's drop/withdrawal policies is not a valid reason for an appeal.

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Explain the specific actions you will take to improve your performance in your future courses.

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If your explanation will disclose incidents of sexual misconduct (including but not limited to sexual assault, sexual harassment, stalking, dating violence, domestic violence) that information will be forwarded to our Title IX Coordinator via our SC Aware reporting process. You will receive an email providing an opportunity to meet, access resources, and to provide additional information which the college is required to send. You will not be required to provide any additional information about your situation. Additionally, if you would like to speak to a mental health specialist for support, you can request an appointment with our Student Support Specialist at 734-462-4486 or by emailing [studentrelations@schoolcraft.edu](mailto:studentrelations@schoolcraft.edu)

**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.**

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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.