Schoolcraft College®

FINANCIAL AID
Phone: 734-462-4433 | Fax: 734-462-4527
schoolcraft.edu/aid | finaid@schoolcraft.edu

2026-27 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 follow the directions below:

- You **MUST** complete and submit this form. **ALL** questions must be answered. If more room is needed, you may attach additional pages. You must address **EACH** semester in which you failed or withdrew from classes.
- You **MUST** attach your academic evaluation. See directions on page 2.
- You **MUST** attach supporting documentation. Examples include police report, death certificate, doctor's note, or third-party letter. If you cannot get supporting documentation, you may submit a third-party letter. The letter **MUST** include the person's name, relationship to you, contact information, and **handwritten signature**. Professional letters must be on official letterhead.

1. Please check the term(s) for which you are requesting **reinstatement** of your financial aid (check all that apply):

☐ Fall 2026 ☐ Winter 2027 ☐ Spring/Summer 2027

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

2. **Please check the SAP standards below and indicate your current GPA and Completion Rate:**

☐ 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)

3. 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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Continued on Page 2

4. 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 spread 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

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 _____

Signature must be handwritten

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
        ii. The "glance view" will not be accepted

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.