

SATISFACTORY ACADEMIC PROGRESS APPEAL AND INSTRUCTIONS**REESTABLISHING FINANCIAL AID ELIGIBILITY**

The Financial Aid office will notify students of their failure to meet the standards of the SAP policy. Students are responsible for reading and understanding any notifications regarding changes to their SAP status. Students may view their SAP status via NetPartner, Students who fail to meet the standards of this policy may reestablish their financial aid eligibility at Albright College in the following ways:

- Students can appeal if there were extenuating circumstances beyond the student's control that prohibited the student from complying with the standards of the SAP policy, and those circumstances are now resolved.
- The student has successfully achieved the qualitative and quantitative requirements for SAP based on subsequent non-federal aid funded enrollment attendance and future semester eligibility calculations

Students on Financial Aid Warning are NOT required to submit any additional documents to be eligible for financial aid but should be aware that academic improvement is imperative to remain within SAP policy.

SUMMARY OF DOCUMENTS TO BE INCLUDED IN THE SAP APPEAL PROCESS

Students must include the following within an appeal:

- ✓ Statement of explanation. Students must provide a statement detailing what the extenuating circumstances were that impacted their academic performance and caused them not to meet SAP criteria.
- ✓ Documentation. Students MUST include all necessary documentation to support the extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. **APPEALS WITHOUT DOCUMENTATION WILL NOT BE APPROVED.**
- ✓ Success Plan. Students will list what struggles they faced in the academic year that impacted their academic performance, as well as what plans/resources on campus they intend to take advantage of to prevent the same results.
- ✓ Academic Plan. Students are required to submit an academic plan approved AND signed by their advisor or success coach that lists the classes they intend on taking for the upcoming term, the projected earned credits of the term, and projected semester GPA the student agrees to obtain.

IMPORTANT POINTS TO REMEMBER

- Appeals based upon circumstances that were under the control of the student are less likely to be approved.
- Appeals will not be accepted if they are submitted after the last day of the add/drop period.
- Appeals will not be reviewed after the last day of the add/drop period if the student is not currently enrolled.
- Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid and have been awarded.
- If a SAP appeal is approved, replacement of any previously awarded financial aid packaged is not guaranteed.

HOW TO UPLOAD APPEAL VIA NETPARTNER

DOCUMENTATION TO BE INCLUDED WITH APPEAL

Appeals MUST include a detailed description of the extenuating circumstances that occurred during the semester/academic year in which the student failed to meet the SAP policy. The appeal must also include all necessary documentation to support the circumstances described and evidence that things have been resolved. The appeal must include steps being taken to ensure academic performance, including a written success plan and approved academic plan for the upcoming academic term.

Events/circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency
- Unanticipated, serious medical difficulty (excluding chronic conditions- students are responsible for properly balancing schoolwork with known chronic conditions)
- Serious physiological difficulty
- Car accident
- Death in the family
- Domestic violence
- Other

Listed below are suggested documentation required for each situation:

EXAMPLE SITUATION	SUGGESTED DOCUMENTATION
Medical/psychological circumstances (excluding chronic conditions- students are responsible for properly balancing schoolwork with known chronic conditions)	<ul style="list-style-type: none">• Statement from physician on letterhead including dates of service and whether not student is stable and ready to return to the College• Statement from therapist on letterhead including dates of service and whether the

	<p>student is stable and ready to return to the College</p> <ul style="list-style-type: none"> • Do NOT include copies of medical charts • Explanation of how situation is resolved or is being managed
Car accident	<ul style="list-style-type: none"> • Police report • Medical documentation • Statement from physician on letterhead indicating that the student is stable and ready to return to the College • Documentation from repair company indicating seriousness of accident
Death affecting student/family	<ul style="list-style-type: none"> • Obituary • Complete copy of funeral program • Statement of the relationship between the student and the deceased to accompany the obituary or funeral program • Certified death certificate • Explanation of the effect on the student/family
Personal/family emergency	<ul style="list-style-type: none"> • Explanation of how the situation has been resolved or is being managed • Appropriate medical documentation including statement from physician on letterhead including dates of service • Notarized statement from parent or family member regarding situation and effect on student
Reinstated after Suspension	<ul style="list-style-type: none"> • Separate appeal from the one submitted to academic to be readmitted to the College • Success plan and academic plan (signed by advisor)
Made up deficient hours by paying for classes on own (reinstatement)	<ul style="list-style-type: none"> • If hours were taken at another institution, the academic transcript must be received and transfer credits posted by the Registrar's Office • Do NOT submit transcript to the Financial Aid office
Unusual Enrollment History Appeal	<ul style="list-style-type: none"> • Explanation/documentation can include personal reasons such as illness, family emergency, and other extenuating circumstances • Explanation/documentation can also include academic reasons which may explain failure to earn academic credit

	<ul style="list-style-type: none">• If appeal is based on academic reasons, please do NOT send academic transcripts. Albright College has access to review your transcripts. Please include any other documentation that could adequately document your academic reasons for having an unusual enrollment history• <i>Please refer to other example situations in this document for suggested documentation for extenuating circumstances</i>
Other	<ul style="list-style-type: none">• Explanation of how situation has been resolved or is being managed• Other documentation depending on type of situation

Letter of Explanation. Please explain the extenuating circumstance(s) that impacted your academic performance and caused you not to meet Satisfactory Academic Progress.

Success Plan. Your Success Plan will help you:

- Reflect on past challenges and brainstorm strategies to overcome/resolve them
- Identify study strategies and academic supports/campus resources to enhance academic success
- Develop concrete goals related to your academic success at Albright College in the upcoming semester

Think about some of the challenges, barriers, or obstacles that you faced in past semesters and generate ideas about how to manage or resolve those challenges so that they don't continue to hinder your academic success in the upcoming term.

Challenge	Specific skills/strategies I will use to be successful in the future

Academic Plan. Please list the courses you plan to take for the upcoming academic term. These classes need to be reflected in your registration and cannot be changed once the add/drop period has ended. Detail the number of credits you intend to pass, as well as the projected semester GPA you intend to have after the term. This plan needs to be reviewed, approved, and signed by your success coach or advisor before being submitted.

Course Number	Course Name	Course Credits	Projected Earned Credits

Projected Earned Credits: _____

Projected Semester GPA: _____

Contact the Student Success Center to arrange an appointment with a counselor.

Email ssc@albright.edu or call 610-921-7662 to schedule your appointment.

To improve grade point average, increase the percentage of credits completed, and increase the chance of success, the following initiatives **MUST** be taken to achieve Satisfactory Academic Progress:

Please read and initial:

_____ I understand that I must achieve a 67% cumulative completion rate and earn the required cumulative GPA (2.0) to continue to have eligibility for financial aid.

_____ I understand that I will need to complete 100% of the classes I attempt successfully with a passing grade. Grades of F, W, WC, will be considered unsuccessful.

_____ I intend to review with my faculty advisor what courses are needed to successfully graduate.

_____ I will set up a schedule to meet regularly with a Student Success Coach and tutors for available courses through the Student Success Center.

_____ I understand that my academic plan cannot be revised after the add/drop deadline of the semester after submitting it to the Financial Aid Office.

_____ I have a clear understanding of what I need to do to be academically successful at Albright College and to regain financial aid eligibility.

_____ I understand that I will be evaluated at the end of the academic term and failure to comply with the above terms may result in continued loss of future financial aid.

_____ I understand that I will not receive financial aid (federal, state, or institutional) and be responsible for my tuition balance if my SAP appeal is not approved.

I have read and understand the terms outlined above. By signing below, I agree to comply with the stipulations and accept full responsibility for my academic success. NOTE: FORM MUST BE SIGNED BY BOTH STUDENT AND COUNSELOR.

Student Signature (Required)

Student Success Counselor Signature (Required) Date