Satisfactory Academic Progress Appeal Form for Financial Aid (Please print neatly – illegible forms will be returned unprocessed)

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Term for Appeal:		
Appeal Process and Form Instructions		
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 A. BASIS FOR APPEAL 1. Check the circumstance that applies to the reason for your SAP deficiency. Serious medical illness or injury of student. A signed doctor's statement on office letterhead must be included. Death of an immediate family member. A death certificate, obituary or announcement, as well as indication of your relationship must be included. Other special and extenuating circumstances along with appropriate documentation. I have exceeded the 150% timeframe without completing my degree. I certify that this appeal may represent my plan for completion of program requirements because I am near or over the 150% timeframe for my degree. 2. Explain in detail your extenuating circumstances checked above and the circumstances that caused you to fail to meet SAP. Address all semesters with deficiencies, including withdrawals and non-passing grades that caused you to fall below 67% completion rate and/or a substandard cumulative grade point average (if earned more than 30 credits, 2.0 CUM GPA); if less than 30 credits earned, 1.5 CUM GPA). Attach additional page if necessary. Explanation: 		
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3. What steps have you taken or will you take to ensure that you will complete all of your course requirements in the future? Please explain changes in your situation since the extenuating circumstances occurred that will allow you to complete your course requirements successfully in order to achieve a cumulative 67% completion rate and/or a 2.0 cumulative GPA. Attach additional page if necessary.		
Explanation:		
B: Academic Advising Center Certification:		
Number of Credits Needed for Graduation:	Anticipated Graduation Term:	
	the information below, I certify that I have met with the student sary to ensure she or he will meet the SAP requirements for	
Signature:		
Phone:	Date:	
Comments:	C Academic Plan. C Prohestion	
	□ Academic Plan □ Probation	
C. STUDENT CERTIFICATION		
If this appeal is approved, I understand that I will be either	he placed on either:	
	eive financial aid for one semester only because it has been	
 Academic Plan (AP) status because it has been detern requirement in one term. 	nined that I will not meet the 2.0 GPA and 67% completion	
At the end of the Probation or AP timeframe, I must meet the conditions of SAP policy to receive Title IV and other Pitt-Titusville financial aid. I further understand that if I do not meet the conditions of my Probation or my AP I must: complete at least six (6) credits, needed for graduation, financially on my own, obtain at least a 2.0 term GPA before I can appeal again. If GPA was an issue, I understand that I must obtain at least a 2.3 in the term I complete on my own as well.		
I am aware of and understand the exceptions to an appeal approval as noted below: • Students awarded a Panther scholarship must maintain a 2.25 cumulative grade point average for the scholarship to be renewed. This requirement cannot be appealed.		
 Students awarded a Pennsylvania Higher Education Assistance Agency (PHEAA) grant must meet the academic progress standards established by the Commonwealth of Pennsylvania to have the grant continued. Requests for reinstatement of a PHEAA grant are not covered by this appeal. Financial aid awarded by departments or organizations outside the Financial Aid Office are not covered under this 		
appeal. I certify that all of the information I have provided for this appeal is complete and accurate. I understand that all appeal decisions are final.		
Student's Signature	Date	
D. Approval by Office of Financial Aid Director, Financial Aid (print name):		
Comment to Advising:		
Signature:	Date: □ Academic Plan □ Probation	