

Point University

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Last Name _____ First Name _____

Student ID _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

E-mail _____

Explanation of Mitigating Circumstances

What mitigating circumstances occurred that caused you to fall below the minimum academic standards at Point University? (use back of form if necessary) _____

If your appeal is approved, what do you plan to do to ensure that you will be able to meet the minimum standards in the future? _____

By signing this form, I certify that all the information reported is complete and correct. I certify that documents submitted with this form are original documents or copies of original documents and have not been altered.

Student Signature

Date

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas (Cumulative GPA, Cumulative Hours Earned, and Maximum Time Limit) to be eligible for financial aid. It is the student's responsibility to stay informed of the college's SAP Standards and to monitor his/her own progress. Point University evaluates each student's progress at the end of each semester.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiency occurred, the student may submit this completed SAP Appeal, together with all required documentation. Students will receive notification of all appeal decisions by letter or in-person contact.

Examples of Mitigating Circumstances

Situations considered "mitigating circumstances" beyond a person's control include:

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and /or physical health.
- Other documented circumstances.

Please indicate which mitigating situation best applies to the academic difficulty experienced.

_____ Medical: If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom advice or treatment was received.

_____ Death/Illness: If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.

_____ Other Circumstances: Please clearly state the circumstance (not listed above) and provide appropriate documentation. _____

*All mitigating circumstances must be documented (2 forms).

I understand that the Financial Aid Office will not review any SAP Appeal that is incomplete or lacks documentation. I am, therefore, submitting my complete SAP Appeal. Once a decision has been made, the Financial Aid Office will notify me of the Appeal outcome.

Student Signature

Date