

**Student Information**

Last Name

First Name

Middle Initial

Student ID Number

**Satisfactory Academic Progress (SAP) Standards**

- 1. Maintain a cumulative/overall GPA of 2.0 or higher.**
- 2. Successfully complete 67% or more of total cumulative credits attempted.**
  - Example: Student completed 8 credits out of 12 credits attempted =  $8/12 = 66\%$
- 3. Complete all degree/certificate program requirements within 150% of the published length of program.**
  - Example 1: A student enrolled in a 30 credit hour certificate program must complete this form upon reaching 45 credit hours attempted (including transfer credits).
  - Example 2: A student enrolled in a 60 credit hour associate's degree program must complete this form upon reaching 90 credit hours attempted (including transfer credits).

**Important Appeal Information**

- **If this appeal is approved, it is only valid for the 2022-23 award year.** You must submit a new, updated Degree Completion Appeal each award year needed to complete your program.
- **Submitting this appeal does not guarantee approval.** Previously completed credits, and courses which are below 100-level (ENG-050, COLLS-053, etc.), will be automatically denied. We will inform you of exactly which courses may be attempted using financial aid.
- **Please plan to pay for your tuition & fees through other resources while appeal is under review**
- **When submitting this Appeal, be sure to include your Academic Evaluation (see next page for instructions)**

**Please allow 1-2 weeks for processing**

**Degree Completion Appeal**

- 1) Why have you attempted over 150 percent of your program's credits (all courses taken at Schoolcraft and any credits you have transferred in) without yet earning your degree?
  - 2) If you are also not meeting the completion rate (67%) and GPA requirement (2.0), please provide an additional explanation and supporting documentation.
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**FAR22MIL  
FAC22TSP****Office of Financial Aid****Phone: 734-462-4433 • Fax: 734-462-4527 • [finaid@schoolcraft.edu](mailto:finaid@schoolcraft.edu) • [schoolcraft.edu/aid](http://schoolcraft.edu/aid)**

**Academic Evaluation****To view your Current Satisfactory Academic Progress (SAP) status:**

- Go to **Ocelot Access** @ <https://my.schoolcraft.edu/>
- Click on CREDIT STUDENT and enter your Ocelot Access username & password
- Go to FINANCIAL AID box
- Click on Satisfactory Academic Progress (SAP)
- Click on the SAP status bar to view your cumulative GPA and completion percentage.

Current GPA:	Completion Rate:
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**Program information:**

Login to **Ocelot Access** @ <https://my.schoolcraft.edu/ocelotaccess> under the current student section. View and print

**Academic Evaluation under Academic Planning\*:**

1. Click on “Academic Advising”
2. Click on “Check Progress toward My Degree”.
3. Select your Active program.
4. Next to “REQUIREMENTS” select “EXPAND ALL” and click on “PRINT”.
5. Submit a copy with this form.

If:

1. You do not see your current program active, or
2. You are in a “Pre” program (examples: pre-nursing, pre-culinary, etc.)

You will need to update your academic program with Academic Advising.

Once your program has been updated, follow steps above\*.

**I understand I must successfully follow my academic planning to remain eligible for financial aid.**

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**Signature**

**Date**