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|-----------|------------|----------------|-------------------|
| 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: 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).

### SAP Appeal Reason and Documentation

SAP APPEALS SUBMITTED WITHOUT SUPPORTING DOCUMENTATION WILL BE DENIED.

**Please Note:**

- **Submission of an appeal does not guarantee approval**
- **Please plan to pay for your tuition & fees through other resources while appeal is under review**
- **When submitting this appeal, also include your Academic Evaluation (instructions on next page)**

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

**Check the box below for the circumstance that best fits your situation. Documentation is required for all appeals.**

| Circumstance  | Documentation Examples:  |
|---|--|
| Death of a relative or other significant person in your life  | <ul style="list-style-type: none"> <li>• Copy of death certificate/obituary</li> <li>• Document relationship to you</li> </ul> |
| Personal injury or illness of yourself, or someone in your care   | <ul style="list-style-type: none"> <li>• Accident/police report</li> <li>• Signed statement from physician</li> </ul>          |
| Time management difficulties, including military deployment or other job schedule changes <i>if not known prior to the end of Schedule Adjustment</i> | <ul style="list-style-type: none"> <li>• Letter from employer</li> <li>• Documentation showing schedule change</li> </ul>      |
| Interpersonal problems with family, friends, roommates, or others   | <ul style="list-style-type: none"> <li>• Signed statement from a witness</li> <li>• Emails or other communication</li> </ul>   |
| Family changes such as divorce, separation, pregnancy complications   | <ul style="list-style-type: none"> <li>• Official legal documents</li> <li>• Signed statement from physician</li> </ul>        |

**If you cannot obtain official documentation, you can submit a letter from someone other than yourself who can confirm your situation. This 3<sup>rd</sup> party letter must include:**

- Name of the person writing the letter and their relationship to you
- Legal signature of the person writing the letter
- Contact information (phone number or email address) for the person writing the letter
- A brief description of what they know of your situation, and what you have done to improve ensure your academic success in the future.

**Appeal Explanation**

If additional space is needed, please attach a separate page.

Be specific in describing the factors that caused you to fail SAP standards?

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Be specific in describing the actions you will take to improve your performance.

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**Academic Evaluation and Plan**

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.

**Please answer all questions do not leave blank**

|              |                  |
|--------------|------------------|
| Current GPA: | Completion Rate: |
|--------------|------------------|

**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, and/or
2. You are in a “Pre” program (examples: pre-nursing, pre-culinary, etc.),

Then you will need to update your academic program with Academic Advising. Once updated, follow the steps above\*.

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

FAR22MIL  
FAC22USP

**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)