2012-2013
Satisfactory Academic Progress (SAP) Appeal Application
Maximum Time Frame

This Satisfactory Academic Progress (SAP) Appeal Application is designed for students whose aid has been suspended due to a deficiency of Satisfactory Academic Progress (SAP) in an effort to regain eligibility for federal, state, and institutional financial aid. Federal financial aid regulations allow students to receive federal aid for up to 150% of the credits required to complete the degree. A student may only have two appeals during their academic career at ODU. Appeals with appropriate documentation will be reviewed by the SAP Review Committee; students will be notified of the decision, in writing, within 2-3 weeks. All documentation received will remain confidential. **Decisions of the Committee are final.**

Instructions:

1. Complete the 2012-2013 SAP Appeal Application.
2. Attach all documentation which clarifies/supports this appeal *by the specified deadline in your SAP Suspension Letter*. Appeals received after the deadline will not be considered.
3. Be specific when explaining the circumstances. Lack of information or documentation will result in a delay of an appeal review or may result in a denial of your appeal.
4. The SAP Review Committee presumes that each student appealing is dependent upon financial aid for the completion of his/her degree. Do not discuss the need for financial aid in your appeal.

STUDENT INFORMATION

_____ _____
Student Full Name *ODU Student ID Number*

_____ _____
Student Email Address *Student Phone Number (with Area Code)*

REASON FOR FAILING TO MEET SATISFACTORY ACADEMIC PROGRESS (SAP)

Check the reason for your appeal:

❒ New Major ❒ Transfer Credits did not apply to current program of study

❒ Remedial Course or ESL ❒ Other (academic, medical, emotional, etc.)

PERSONAL STATEMENT

- Attach a personal statement to this application explaining the details of your specific situation. You must also answer the following questions, being specific and concise in your explanation. Responses should be typed on a separate sheet of paper and attached to this form.

  1. Why has it taken more than the allotted time to complete your degree?
  2. When do you expect to graduate? (Provide term and academic year)

I certify all information included with this form is true and complete to the best of my knowledge. I understand that I have failed to meet the federal SAP requirements and this has caused me to lose my financial aid eligibility. I understand this SAP Appeal will be reviewed by the SAP Review Committee and, if approved, my financial aid can be extended for an approved amount of time. I understand the SAP Review Committee decision is final and cannot be appealed to another source.

_____ _____
Student Signature *Date*

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_____ _____
Student Full Name *ODU Student ID Number*

Must be completed by an academic advisor.

Complete an academic projection for this student's next four terms. (Can be fewer than four terms *only* if the student will graduate in fewer terms)

Term:

Courses	Credits

Term:

Courses	Credits

Term:

Courses	Credits

Term:

Courses	Credits

To graduate with a _____ in _____, the student must complete _____ additional hours.
(Degree) (Major/Plan)

COMMENTS

_____ _____
Academic Advisor Signature *Date*

_____
Academic Advisor Name (Please Print)

_____ _____
Academic Advisor Email Address *Phone Number*

Submit completed forms to:
Financial Aid Office, Ohio Dominican University, 1216 Sunbury Road, Columbus, OH 43219
Phone: (614) 251-4778 FAX: (614) 253-3499

The Financial Aid Office at Ohio Dominican University is committed to providing services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.