2013-2014
Satisfactory Academic Progress (SAP) Appeal Application
Qualitative (Grade Point Average) or Quantitative (Completion Rate)

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. The Financial Aid Office at Ohio Dominican University reviews a student's entire academic history to ensure timely progression toward graduation. 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 decisions of the Committee are final**.

Instructions:

1. Complete the 2013-2014 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)

Please check the reason for your appeal:

❒ Qualitative Measure (Low cumulative grade point average)

❒ Quantitative Measure (Lack of successful completion of credit hours attempted)

PERSONAL STATEMENT

- Attach a personal statement to this application explaining the details of your specific situation. Be specific and concise in your explanation. Responses should be typed on a separate sheet of paper and attached to this form. Detail the extenuating circumstances (personal illness/injury, death in the family, childcare/transportation issues, etc.). Include the applicable date(s) of the circumstance and the plan in place that will allow you to achieve satisfactory academic progress.

- Attach documentation which confirms the situation and supports you returning to school. Examples may include formal documentation or a signed statement from your licensed health care provider, signed letter from employer on company letterhead, copy of death certificate, or a signed letter from a third party professional (lawyer, minister, etc.).

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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_____ _____
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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 reach a 2.0 cumulative GPA, or 3.0 for graduate level students, the student must earn a minimum GPA of _____ per term, for _____ terms, while taking _____ hours per term.

COMMENTS

_____ _____
Student Signature *Date*

_____ _____
Academic Advisor Signature *Date*

_____ _____
Academic Advisor Name (Please Print) *Phone Number*

Submit completed forms to:
Financial Aid Office, Ohio Dominican University, 1216 Sunbury Rd., 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.