



Standards of Academic Progress Appeal

Appeals should be submitted to the Financial Aid Office two weeks prior to the beginning of the semester. Appeals received after this may not be processed in time for financial aid to be applied to your account by the payment deadline. You will be notified by official notification through your MySSU account within seven business days of the results of your appeal.

We strongly encourage you to meet with your academic advisor to discuss your academic progress.

Student's Name		ID Number	
Street		Phone Number	
City	State	Zip Code	

1. Please provide a detailed written explanation of the nature of your academic difficulties (indicate reasons such as medical, family, personal, etc.). Please attach appropriate documentation to support your explanation.
 2. State why you believe it is possible to improve your academic performance and the corrective actions you are taking to improve your performance.
 3. Please provide a degree audit of your current major.
- NOTE: The requested information must be provided or your petition will not be reviewed.**

For Office Use:

_____ Approved Probation	_____ Hours needed to meet 67% completion ratio
_____ Approved Academic Plan	_____ Grade Point Average
_____ Approved Appeal	_____ degree/major
_____ Denied Appeal	
_____ Additional information required	_____

_____ FA Approval Signature	_____ Date
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Submit the completed appeal to the Student Business Center

Standards of Academic Progress (SAP) Policy

In order to receive federal financial aid, students must maintain satisfactory academic progress (SAP) as defined by the U.S. Department of Education. SAP for financial aid is different than academic progress as defined by the Registrar's Office. All students who complete the FAFSA and apply for financial aid must meet the requirements for SAP to continue receiving financial aid. SAP is measured for all students regardless of whether or not they receive or have ever received financial aid.

Aid programs affected by SAP include:

Pell Grant
SEOG
TEACH Grant
Federal Direct Subsidized Loan
Federal Direct Unsubsidized Loan
Federal Direct PLUS Loan
OCOG
Some Private Education Loans
Some SSU Grants and Scholarships

Standards of Satisfactory Progress (SAP) is measured in three components: Cumulative Grade Point Average; Completion Ratio (Pace); and Maximum Time Frame Limitation.

Cumulative Grade Point Average

Students who attempt credit hours must maintain a cumulative GPA as indicated below:

Credit Hours Attempted	<27	28-36	37-43	44-50	51-57	58 +
Grade Point Average	1.00 or above	1.30 or above	1.55 or above	1.80 or above	1.90 or above	2.00 or above

Completion Ratio or Pace

Students must successfully complete (earn) 67% of all attempted credit hours. The following grades are considered attempted: withdrawals (WD), incomplete (I), no credit (NC), failure (F), repeated course (R), transfer hours (TR), and all passing grades (A, B, C, D, & P).

All courses attempted are included in this measure even if the student did not receive financial aid at the time the courses were taken.

Maximum Time Frame Limitation

Students are eligible to receive financial aid for up to 150% of the credit hours required to complete their degree. Bachelor degree students may receive financial aid through the semester they attempt to earn their 186th credit hour. Associate degree students may receive financial aid through the semester they attempt to earn their 96th credit hour. Students in approved certificate programs or graduate programs may attempt to earn hours equal to 150% of the program length.

Satisfactory Academic Progress policy guidelines are detailed in the University Catalog as well as on the Financial Aid website at <http://www.shawnee.edu/off/fa/sap.html>.