

Beloit College Financial Aid Office

Satisfactory Academic Progress Appeal Form

_____ Academic Year

Consider this Appeal for: Fall 20____ Spring 20____ Summer 20____

(Write in the year for each semester/term you are requesting your appeal)

To be eligible for financial aid, federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: **Cumulative GPA, Credit Completion Rate and Maximum Time Frame.** In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP appeal, along with all required documentation. In addition to the appeal letter and supporting documentation, students are required to create an academic plan with their academic advisors. See page 2 for more details.

Students will receive notification of all appeal decisions by email within 3-5 business days of receipt of the appeal, supporting documents, and the academic plan.

Examples of Mitigating Circumstances

Situations considered "mitigating circumstances" beyond a person's control include:

- Serious illness or injury to a student that requires extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in the student's life that has impaired the student's emotional and/ or physical health.
- Lengthy absence requiring readmission under the College's policy.
- Other documented circumstances.

Applicant Information:

Name: _____

Beloit College ID#: _____

Address: _____

City, State, Zip: _____

Phone : () _____

Email Address: _____

Complete each of the Following Steps:

Attach a typed personal statement (1-2 pages double spaced) and supporting official documentation. Items to include in your personal statement:

- Explain the reason(s) that contributed to your unfavorable academic performance.
- Describe what steps you are taking to assure you meet the standards of academic progress in the future.
- **Attach supporting document(s) that verify your statement.** Anyone submitting documentation on your behalf must include your full name and student ID # on the documentation. Examples of acceptable documentation include:
 - **Medical Condition**—a physician's or health care provider's statement confirming your medical condition and that they medically support your decision to continue your enrollment.
 - **Death of a Family Member**—copy of the death certificate or obituary.
 - **Divorce/Separation**—court documents or letter from an attorney/clergy member.
 - **Military Service**—official military orders.
 - **Nearing Maximum Time Frame**—If you have attempted 48 units or more, provided a signed statement from your advisor or the Dean of Students, which details a term-by term plan of coursework required to complete your degree. *Your expected completion/graduation date must be included as part of this plan.*
 - **Other extenuating circumstances**—statements from counselors, clergy or social workers, employment records, such as pay stubs, W-2's, letter from employer, court documents and/or police reports, etc.

It is **required** that you complete this form in its entirety with the help of your academic advisor.

Deadline: Appeals must be received no later than two weeks after the start of the term for which you wish to return.

Beloit College Financial Aid Office

Satisfactory Academic Progress Academic Plan

To complete this plan, you will need to do the following:

1. Make an appointment to meet with your academic advisor. Bring the SAP form and appeal letter to your meeting with your academic advisor.
2. Together with your academic advisor, complete the academic plan by doing the following:
 - a. Formulate an academic plan detailing the classes you must take and the minimum grades you must to earn to meet the SAP standards. See your suspension letter to determine where you stand relative to the standards.
 - b. This plan should cover as many semesters as necessary for you to meet the SAP standards, which are a 2.0 cumulative GPA and completion of 67% of the units you attempt overall. **The recommended minimum length for an academic plan is two semesters. You will need three copies of your plan, one for your academic advisor, one for the Financial Aid Office, and one for you to keep.**
 - c. In the advisor comments section of this form, ask your advisor to write the strategies and steps you should take to be successful in meeting SAP standards.
 - d. In the student comments section of this form, write any additional strategies and steps that you plan to take to be successful in meeting SAP standards.

The Financial Aid office will review your progress at the end of each semester to verify that you have fulfilled the terms of your academic plan. **If you have not followed your academic plan, you will be ineligible for financial aid** unless you have new mitigating circumstances for which you wish to share with the Financial Aid Office through a secondary appeal.

1st Semester Plan

Check one: Fall Spring Summer Year: _____

Course (Example: ENGL 102 01)

Units

Minimum Grade*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Minimum grade must be C or better

Cumulative GPA goal
at the end of this
semester:

Completion rate goal
at the end of this
semester:

2nd Semester Plan

Check one: Fall Spring Summer Year: _____

Course (Example: ENGL 102 01)

Units

Minimum Grade*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Minimum grade must be C or better

Cumulative GPA goal
at the end of this
semester:

Completion rate goal
at the end of this
semester:

Academic Advisor Comments:

Student Comments:

Advisor Statement: This student and I have discussed his/her/their academic progress and goals to formulate this academic plan. I believe this academic plan is attainable for this student and appropriate for progressing in his/her/their course of study.

Academic Advisor Signature

Email

Date

Student Statement: I have discussed my academic progress with my academic advisor to formulate my academic plan. I agree that this academic plan is attainable for me and I agree to adhere to the terms of this academic plan. I understand that I must complete the requirements of this academic plan to receive financial aid. I understand that my financial aid will be revoked or denied if I do not complete the requirements of this academic plan.

If at any time I feel that I am in danger of not completing the requirements of this academic plan, I agree to contact my academic advisor and the Financial Aid office to discuss my situation and options.

Student Signature

Date

Additional Semester Plans, if needed

Semester Plan

Check one: Fall Spring Summer Year: _____

Course (Example: ENGL 102 01)

Units

Minimum Grade*

Course	Units	Minimum Grade*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cumulative GPA goal
at the end of this
semester:

Completion rate goal
at the end of this
semester:

*Minimum grade must be C or better

Semester Plan

Check one: Fall Spring Summer Year: _____

Course (Example: ENGL 102 01)

Units

Minimum Grade*

Course	Units	Minimum Grade*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cumulative GPA goal
at the end of this
semester:

Completion rate goal
at the end of this
semester:

*Minimum grade must be C or better

Semester Plan

Check one: Fall Spring Summer Year: _____

Course (Example: ENGL 102 01)

Units

Minimum Grade*

Course	Units	Minimum Grade*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cumulative GPA goal
at the end of this
semester:

Completion rate goal
at the end of this
semester:

*Minimum grade must be C or better

Additional Helpful Information

Satisfactory Academic Progress (SAP): Status Codes

In order to maintain eligibility for financial aid students must make [satisfactory academic progress \(SAP\)](#) every semester. Students must meet the following criteria to be making SAP.

1. **Cumulative grade point average (GPA)** : Students must maintain a cumulative GPA of 2.0 or greater.
2. **Completion Rate**: The completion rate is calculated by dividing the number of units satisfactorily completed by the number of units attempted. Attempted units are those in which the student is enrolled after the semester add/drop deadline. To retain financial aid eligibility a student must earn 67% or more of the credit units attempted. For example, a student who successfully completes 3 of 4 units attempted has a 75% completion rate and is considered to have met Satisfactory Academic Progress for financial aid eligibility.
3. **Maximum Timeframe** A student is no longer eligible to receive financial aid once s/he has attempted 150% or more of the units required to complete the degree for which the student is **currently** enrolled. For example, a program requiring 31 units of credit to graduate would allow 46.5 attempted hours ($31 \times 1.5 = 46.5$). The maximum time frame is **not** increased for changes in major, double majors, or adding a minor in another subject area. Teacher certification is a stand-alone program and will be calculated on its own.

The following are the SAP status codes:

Good Standing	A student may receive all Financial Aid types
Warning	Warning Status is assigned the semester following the semester when a student fails to meet SAP for GPA, completion rate, or maximum timeframe. <ul style="list-style-type: none"> • The student is notified through their beloit.edu email account. • Warning Status lasts one semester during which a student may continue to receive federal, state, and institutional aid.
Suspension	If a student is unable to meet SAP at the end of the Warning semester, the student will be placed in a Suspended status for the following semester. The suspended status prevents the student from receiving additional federal, state and institutional aid in any future semester. The student is notified through their beloit.edu email account.
Appeal	Financial Aid Suspension may be appealed to the Office of Financial Aid. To appeal, complete the form located on the Financial Aid website. The appeal must be completed by the end of the second week of classes. A student may be removed from Suspended Status after successfully appealing or meeting SAP in a subsequent semester, at which point the student will be eligible for all aid programs.
Academic Plan	When students appeal they must meet with their academic advisor to complete an Academic Plan. This plan must be submitted with the appeal form.
Probation (Academic Plan)	If a student who is in Suspended Status successfully appeals, the student will be placed in Probation Status for the following semester. Federal, state and institutional aid may be received for one payment period while on Probation. To regain eligibility after that, the student must meet SAP or the requirements of the approved individual academic plan. If the requirements of the Academic Plan are not met, students will no longer be eligible for financial aid. A second appeal would only be approved in extreme circumstances.
Denied	A student's appeal for Financial Aid reinstatement has been denied by the Appeal Committee.