Each Summer Albright College Financial Aid completes a required yearly check of *Satisfactory Academic Progress, or SAP*. As a participant in the federal financial aid programs, the College is required to examine qualitative and quantitative indicators of your academic progress. As a student receiving federal student aid, you are required to meet minimum standards in two areas:

- **Qualitative**: You must attain the minimum GPA noted in the Albright College Catalogue for academic good standing. You must have a 1.70 cumulative after your first year, a 1.90 after your second year, and a 2.00 thereafter.

  **AND**

- **Quantitative**: At the end of each Spring semester, your transcript must display that you’ve earned 67% of all units you’ve attempted. For example, if you attempted eight (8) units during academic year 2012-2013, your transcript must display six (6) earned units as of the end of Spring 2013.

If you do not meet both the qualitative and quantitative minimums, you are not making SAP and will not qualify for financial aid without appealing based on special circumstances. The steps outlined below assist you in appealing the SAP standard; all items requested below are required for this process.

**Step 1: Provide Your Information (please print)**

Name: ________________________________________________________________

Student Cell Phone Number (required): _________________________________

**Step 2: Explain Your Circumstances & Your Academic Plan**

In a formal, typewritten appeal letter describe the special circumstances surrounding your lack of academic progress. Please provide secondary documentation when necessary. Your appeal should include specifics when necessary (dates of medical issues, for example).

**Step 3: Submit Your Appeal**

Attach your signed and dated appeal letter, and all necessary documentation, to this form (completed) and return the entire packet to:

The Albright College Office of Financial Aid  
c/o Chris Hanlon, Director  
PO Box 15234, Reading, PA 19612-5234