Every Summer Albright College Financial Aid completes a yearly required 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 requirements 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. As a graduate student you maintain good academic standing with a minimum GPA of 3.0.

**AND**

- **Quantitative:** At the end of each spring semester, your transcript must display that you have earned 67% of all units you have attempted. For example, if you attempted 8 units during academic year 2013-2014, your transcript must now display 6 earned credits.

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 help you appeal the SAP standard; all items requested below are required for the process.

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

Name: 

Student’s 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. Additionally, you are required to develop, with faculty support, an academic plan that sees to your graduation from the College. Please be sure to include the academic plan with your appeal letter.

**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  
P.O. Box 15234  
Reading, PA 19612-5234