



Thirteenth & Bern Streets
P.O. Box 15234
Reading, PA 19612-5234

Telephone 610-921-7515
Fax 610-921-7729
finaid@albright.edu
www.albright.edu

Financial Aid Office

2019-2020 Satisfactory Academic Progress Appeal Form

Students receiving federal financial aid are required to maintain satisfactory academic progress, or *SAP*. The Albright College Financial Aid Office reviews your progress either at the conclusion of the academic year, usually after spring semester, or at the point of return to campus if you are a returning after a withdraw. The review includes an examination of qualitative and quantitative indicators of academic progress as outlined below.

- **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, and a 2.00 thereafter. As a graduate student you maintain good academic standing with a minimum GPA of 3.0.
- **Quantitative:** At the end of each spring semester your transcript must display that you earned 67% of all units attempted. For example, if you attempted eight units during academic year 2018-2019, your transcript must now display six earned units.

If you do not meet either the qualitative or quantitative minimums, you are not making *SAP* and will not qualify for federal financial aid without appealing based on special circumstances. The steps outlined below will guide you through the appeal process. Please note that all documents must be received to review your appeal; an incomplete appeal can cause a significant delay in the review process.

Step 1: Provide Your Information (please print)

Name: _____

Student's Email: _____

Student's cell Phone Number (required): _____

Step 2: Explain Your Circumstances and Provide Documentation

1. In a formal, typewritten appeal letter describe the special circumstances surrounding your lack of academic progress. Please be sure to approach the following within your appeal:
 - a. Describe the specific circumstances that prevented you from making appropriate academic progress.
 - i. Outline circumstances that you could not plan for, influence, or prevent.
 - ii. Use these circumstances to explain failing grades, withdrawals, or incomplete course work.
 - b. Describe the steps you plan to take to ensure your future satisfactory academic progress.
2. Submit copies of supporting documentation. Some examples include:
 - a. A letter from physician or counselor indicating the dates you were under care.
 - b. Copies of accident reports, or police reports.
 - c. Letters from attorneys, or court records that support your circumstance.

Step 3: Create an Academic Plan with the Academic Learning Center (please check the circle that applies):

- I have been placed on academic probation for the upcoming semester. The Academic Learning Center will contact me to schedule a meeting during the first week of the semester to create an academic plan.
- I have **not** been placed on academic probation for the upcoming semester. I will contact the Academic Learning Center to create an academic plan. *The ALC: 610-921-7662 or academiclearningcenter@albright.edu*
- I am in the School of Professional Studies Program and will contact SPS to create an academic plan. *SPS: 610-921-7799 or sps@albright.edu.*

Step 4: Submit Your Appeal

Attach your signed and dated appeal letter, the academic plan, and all other necessary documentation to this form and return the packet to: ***The Albright College Financial Aid Office, P.O. Box 15234, Reading, PA 19612-5234***

Satisfactory Academic Progress Frequently Asked Questions

What is federal Satisfactory Academic Progress (SAP)?

Federal regulations require that all federal aid recipients demonstrate acceptable progress towards graduation. The purpose of SAP testing is to measure progress against established federal requirements. Students are required to display academic progress both qualitatively and quantitatively. The qualitative test reviews a student's cumulative GPA from Albright College. The following GPAs are required: 1.7 cumulative after your first year, and 2.0 thereafter. The quantitative test measures a student's progress by comparing the cumulative number of units earned to those attempted. A transcript must display that the student earned 67% of all units attempted. Students who fail to meet the SAP requirements are not eligible for financial aid; however, a student can appeal progress standards based on special circumstances beyond their control.

How often is Satisfactory Academic Progress reviewed?

The financial aid office reviews SAP on an annual basis at the conclusion of each spring semester. Students who meet the SAP requirements will not be evaluated again for a year. In addition to the qualitative and quantitative tests, students who are no-SAP and on financial aid probation from the previous year are also evaluated to determine if they followed their prescribed and required academic plan. Students on financial aid probation must pass the qualitative test, the quantitative test, and must meet in-full all requirements of their academic plan.

What financial aid programs are affected?

Students not making federal SAP at the end of an academic year are not eligible for federal financial aid programs. Additionally, Albright College awards institutional financial aid dollars using federal guidelines. State grants and privately sourced aid programs can be impacted by federal SAP testing as well as other progress testing.

How often are appeals reviewed?

Academic progress appeals are reviewed monthly from June through the start of fall term in August.

What does the financial aid office consider when reviewing an appeal?

The College recommends that you submit as much documentation as possible to support your written appeal. In order to approve an appeal of federal academic progress standards, the appeal one must base the appeal on circumstances beyond your control. Appeals based solely on a willingness to perform better in the future cannot be considered.

What happens if my appeal is approved?

The College will notify you of the approval via your Albright College email. This email will specify the requirements of your financial aid probationary status and request that you set time with the Academic Learning Center to create the required academic plan. Please note that if you do not meet all probationary requirements by the next review, you will no longer qualify for financial aid. In the case of a second no-SAP finding during the probation period, please be aware that your ability to appeal is limited and approvals are exceptionally rare.

What happens if my appeal is denied?

If your appeal is denied, the decision is final. If while on probation you successfully complete a semester either at another college or at Albright (if you returned to Albright and paid on your own), you should consider a second progress appeal.