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Financial Aid  
Office

## 2022-2023 Satisfactory Academic Progress Appeal Form

Albright College and the U.S. Department of Education encourage all students to complete their degrees in a timely manner and with satisfactory grades. For students receiving financial aid from Federal Title IV assistance programs including Federal Pell and Supplemental Educational Opportunity (SEOG) Grants, Federal College Work-Study Program, and Federal Direct Loans (Subsidized, Unsubsidized, and PLUS), the Federal Government links financial aid eligibility to the students' academics through a policy known as Satisfactory Academic Progress, *SAP*. *SAP* is also reviewed for institutional aid renewal.

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 courses attempted. For example, if you attempted eight courses during academic year 2021-2022, 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 or institutional financial aid without appealing based on special circumstances.

To be considered for an appeal you must complete this form and attach your signed personal statement describing the reasons and/or circumstances surrounding your lack of sufficient progress. Examples of the circumstances for which a student would be permitted to submit an appeal include death of a relative, significant injury or illness of the student or other extenuating circumstances. You must prove that the circumstances affecting your ability to perform academically have changed and thus you will have the potential to improve your performance in the upcoming term. Extenuating circumstances must be documented, e.g., hospitalization records, death certificate, statement from employer of change in job responsibilities etc. if your appeal is approved, you will be required to complete an academic success plan with an academic advisor.

**NOTE:** Submission of the appeal form does not guarantee an approval. A student who is determined to be unable to mathematically reverse unsatisfactory academic progress, the appeal will be denied.

**THE FINANCIAL AID OFFICE WILL NOTIFY YOU OF ITS DECISION BY E-MAIL TO YOUR ALBRIGHT COLLEGE EMAIL ADDRESS. APPEAL FORMS SUBMITTED WITHOUT SUPPORTING DOCUMENTATION ARE CONSIDERED INCOMPLETE AND WILL NOT BE REVIEWED.**

Name \_\_\_\_\_ ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### 1. Appeal Information

Financial Aid ineligibility can be appealed if you have suffered undue hardship. Please indicate below which situation(s) best applies to your circumstances. Your appeal should include supporting documentation. Examples of recommended documentation are listed.

#### Check All Circumstances that Apply

- Medical (sever illness, death of a family member, other)
- Personal (psychological, issues in residence hall, relationships)
- Academic (struggle with particular classes)

#### Recommended Documentation

Physicians letter, death certificate, medical bill therapist’s letter, note from housing, letter from advisor/faculty member

### 2. Explain your Circumstances

Attach a signed explanation of the circumstance that prevented you from maintaining Satisfactory Academic Progress and the reason for the basis of this appeal. You must state:

- a. What the problem was;
- b. When the problem occurred;
- c. How long the problem lasted;
- d. How this affected your ability to complete your coursework; and
- e. What you are doing to improve your performance and maintain progress.

**\*Be as detailed as possible and explain how your documentation supports your circumstance.**

### 3. Certification of Information

- I certify that the information I have provided is true and complete to the best of my knowledge. I understand that giving misleading information or forged documentation will be reported for appropriate disciplinary action. I understand if I receive any federal student aid based on false information it will be rescinded and I will have to repay all federal aid awarded. Furthermore, I understand additional information may be requested by the Financial Aid Office to further support my appeal.
- I have read and understand Albright’s Satisfactory Progress Policy.

\_\_\_\_\_  
Student’s Signature (required)

\_\_\_\_\_  
Date

### 4. Submit your Appeal

Submit your appeal by August 5, 2022 for Fall 2022 and January 6, 2023 for Spring 2023. SPS students must submit their appeal within 30 days of receipt of this notification. Appeal can be sent via mail, email, or fax.

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**\*Any forms submitted after the due date will not be considered until the following semester.**

-----**OFFICE USE ONLY BELOW THIS LINE**-----

Appeal Decision:

- Appeal Approved
- Appeal Denied
- More Information Needed (see notes below.)

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Financial Aid Staff / FA Director’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**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 cumulative after your second year, and thereafter. Graduate students must maintain a cumulative GPA of 3.0. 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.

**When is my appeal due?**

Submit your appeal by August 5, 2022 for Fall 2022 and January 6, 2023 for Spring 2023. SPS students must submit their appeal within 30 days of receipt of this notification.

**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 committee 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. The approval automatically places you on a financial aid probationary status. This email will specify the requirements of your 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?**

The College will notify you via your Albright College email 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.