

# Clarion University's

## Federal Satisfactory Academic Progress (SAP) Policy

*Overview: All students must successfully complete at least 67% of the credits they attempt, cumulatively. Undergraduate students must maintain a cumulative grade point average of at least a 2.00. Graduate students must maintain a cumulative grade point average of 3.00. Students must complete their degree program within 150% of the published length (credits) of the program.*

*Progress is checked annually at the end of the spring semester.*

**[Find information about the appeal process here.](#)**

**Please Note:** All of the information in this policy statement refers to **federal** financial aid. Information on PA State Grant (PHEAA) Satisfactory Academic Progress is included in the section on Pennsylvania State Grant Academic Progress. All PA State Grant recipients receive information about PHEAA state grant satisfactory academic progress information with their State Grant Award Notice.

### Policy Details:

This policy affects your eligibility to receive financial aid. Since students utilize federal and state funds (public money) to pay for a college degree, federal and state regulations mandate that schools use SAP to measure a student's progress toward completion of that degree.

Students who do not make Satisfactory Academic Progress are ineligible to receive financial aid in future semesters until the necessary credits are made up and/or the required grade point average is achieved. Students who do not complete their degree requirements within the maximum time frame lose eligibility for financial aid.

If you are suspended, you are not eligible for federal financial aid for summer.

Federal financial aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Perkins loans; PELL, SEOG, and TEACH grants, and Federal Work Study.

State financial aid includes the Pennsylvania State Grant (PHEAA), Ready to Succeed Scholarship Program (RTSS), and PATH grants.

Federal SAP regulations were re-written in 2010. SAP will be calculated according to the new regulations (as the cumulative percentage of earned credits divided by attempted credits) beginning with academic year 2010-2011. This new policy will affect all students, even if they previously attended Clarion before 2010.

Regulations require an annual cumulative review of all students for Satisfactory Academic Progress. All periods of enrollment are included, whether or not the student received aid. Utilizing a computer program, the Office of Student Financial Services checks for academic progress at the end of each academic year (May). Checks for maximum credits are run at the end of every semester. When a student is granted an exception, progress is checked at the end of the semester of exception (probation).

Since the university provides each student with a free email account and immediate access to their financial and academic records, the Office of Student Financial Services uses email as the main form of official communication.

In addition, the university uses other media to direct information to students and families. For example, fall and spring billing notices may include information about Satisfactory Academic Progress.

There is no statute of limitations on federal Satisfactory Academic Progress regulations. For example, if a student fails to make SAP at Clarion during an academic year, then leaves Clarion and returns after ten years, the student would be ineligible for aid.

## Satisfactory Academic Progress Standards:

Satisfactory Academic Progress (SAP) for **federal** financial aid purposes has two components, both of which must be met by the student.

### ***The first component is quantitative.***

Federal aid regulations state that a student may receive aid for up to a maximum of 150% of the published length of the educational program.

- Most students pursuing a bachelor's degree will lose eligibility after they **attempt or earn** 180 credits (120 credits x 1.5 = 180 credits).
- Most students pursuing an associate degree will lose eligibility after attempting or earning 90 credits (60 credits X 1.5 = 90 credits).
- Most graduate students will lose eligibility after attempting or earning 50 credits.

Federal regulations require that the SAP review include all credit hours a student has attempted, regardless of whether the student received federal aid while attempting the credits. **Attempted credits** are credits you enrolled for, and include dropped, failed, repeated, remedial, withdrawn, and transfer credits from a previous university. **Earned credits** are credits you successfully completed. "Successfully complete" means that the student must pass the class. For graded classes, the grade must be an "A," "B," "C," or "D" or PASS. Your unofficial Clarion transcript lists attempted hours (AHR) and earned hours (EHR).

Advanced Placement credits, CLEP credits, credits earned from challenge exams, proficiency exams, or life experience are not used in calculating SAP.

For a student to graduate within the maximum time frame, s/he must successfully complete at least 67% of the credits s/he attempts ***cumulatively***.

Clarion calculates progress by dividing the cumulative number of hours a student has completed by the cumulative number of hours the student has attempted. This calculation is performed by computer, and the number will ***not*** be rounded up. **In other words, a pace of .666 (20 credits earned divided by 30 credits attempted) is failed SAP.**

Students may repeat courses. When a student repeats a course in which s/he previously earned a failing grade or a withdrawal, the new grade "overlays" the previous grade, and the overall QPA is raised for both SAP and academic purposes. Repeated courses are included in the calculation of both attempted and earned credits. However, for federal financial aid purposes, ***a student may repeat a course only once if the course was previously passed.*** In this situation, the student's QPA for SAP purposes may be lower than the QPA calculated by the Registrar's Office for academic purposes.

Students are no longer eligible for financial aid once they have met the requirements of their degree program.

## What is 67% of attempted credits?

If your cumulative attempted credits are:	And your cumulative earned credits are:	Your successful completion percentage is:
30	21	$21/30 = 70\%$
45	33	$33/45 = 73\%$
75	43	$43/75 = 57\%$
105	90	$90/105 = 85\%$

***If it appears that you would be unable to complete a degree program because it is mathematically impossible for you to graduate within the maximum time frame, the University must make you ineligible for any federal financial aid at the point it is determined that you cannot complete your program. Even if you are permitted academically to complete your degree, federal SAP regulations state that you will no longer be eligible for federal financial aid. For example, if you are enrolled in a bachelor's degree program and have attempted 160 credits to date and earned 90, you could not complete the remaining 30 or more credits needed within the 180 credit timeframe maximum.***

### ***The second component is qualitative.***

Undergraduate students must maintain a cumulative grade point average of 2.00 or better.

Graduate students must maintain a cumulative grade point average of 3.00 or better.

Students who fail to meet the federal Satisfactory Academic Progress qualitative and/or quantitative standards are **not** eligible for federal financial aid until they re-establish SAP, or submit a successful SAP appeal, even if they have been re-admitted to the University on appeal to the Academic Standards Committee.

Transfer credits do not count toward the quality point calculation but are included in the calculation of both attempted and earned hours.

### **Responsibilities of the Student:**

It is the student's responsibility to be aware of federal and state guidelines that affect her/his ability to receive and retain financial aid. Other offices and personnel on campus (including academic advisors, Academic Affairs, faculty; and staff in the Registrar's Office) do not know which students are recipients of financial aid, do not monitor Satisfactory Academic Progress for financial aid purposes, and cannot make or override decisions regarding your eligibility for financial aid.

Currently enrolled students may check the Student Services Center of MyClarion for their Satisfactory Academic Progress status. If you are uncertain of your financial aid status, please contact a staff member in the Office of Student Financial Services.

You can also check your progress by viewing your unofficial Clarion University transcript. Attempted credits are credits you enrolled for, including credits for courses you failed or withdrew from. Earned credits are credits you successfully completed. Manually count all credits you attempted (including all repeated courses and courses you withdrew from) and divide by the credits you successfully completed.

The student is responsible for regaining eligibility for aid by re-gaining SAP. Student Financial Services staff cannot advise students as to how many credits it might take to regain SAP, how to raise a cumulative grade point average, or how long it will take to regain SAP.

It is the student's responsibility to contact the Office of Student Financial Services and ask for reinstatement of financial aid eligibility when the student believes s/he has regained Satisfactory Academic Progress. If a student is re-admitted after suspension, that student must contact the Office of Student Financial Services to ask for reinstatement of financial aid eligibility.

## Satisfactory Academic Progress vs. Academic Probation/Suspension:

Please do not confuse academic probation/suspension with failure to make Satisfactory Academic Progress toward a degree for federal financial aid purposes. Academic probation and suspension are actions taken by the Office of Academic Affairs. Satisfactory Academic Progress is a standard required to maintain eligibility for federal and or state financial aid.

Because these are separate issues, it is possible to appeal an academic suspension and be re-admitted, or to sit out for a semester, **yet still be ineligible for financial aid.**

Students who failed to make Satisfactory Academic Progress and who were also suspended must re-gain SAP before they become eligible again for federal and/or state financial aid. Returning to Clarion after sitting out for one or more semesters will not allow your aid to be reinstated automatically.

## What is the Effect of the Following Actions on my Financial Aid?

### **Academic Renewal**

Academic renewal (exclusion of "D" and "E" coursework excluded from GPA calculation after a four-year absence) helps a student's academic career. However, the attempted credits and the grades that were removed during the Academic Renewal process **must** still be counted toward the maximum number of attempted credits and the cumulative grade point average, as per federal Satisfactory Academic Progress regulations.

### **CLEP/Life Experience/Advanced Placement/Challenge Exam Credits**

These credits count toward graduation, but do not count as attempted credits or earned credits for purposes of SAP.

### **Incomplete Grades**

Incomplete grades count as attempted credits not successfully completed. If you receive an incomplete grade, which later converts to a passing letter grade, the credits will be counted at the later time as successfully completed credits. Students with mitigating circumstances may appeal.

### **New Level of Study**

When a student begins a new level of study (i.e., associate degree to bachelor's degree, bachelor's degree to graduate degree), s/he begins the new level with good academic standing. Prior SAP standing is **not** carried forward from the previous level of studies.

### **No Credit/Withdrawal/Audit**

Credit/no credit classes and withdrawals count toward attempted credits.

### **Pass/Fail**

"Pass" credits count toward successful completed credits and maximum attempted credits. "Fail" credits are computed in the number of attempted credits.

### **Repeating Courses**

Students may repeat courses. When a student repeats a course in which s/he previously earned a failing grade, the new grade "overlays" the previous grade, and the overall QPA is raised for both SAP and academic purposes. However, it is important to note that credits for repeated courses count toward the calculation of attempted credits. If you previously earned credits for the course, you will not earn credits when you repeat the course, but you will increase your number of attempted credits which may negatively affect your cumulative percentage of earned credits divided by attempted credits.

For federal financial aid purposes, ***a student may repeat a course only once if the course was previously passed.***

Attempted credits and their corresponding grades that were removed during the Academic Renewal process ***must*** still be counted toward the maximum number of attempted credits and the cumulative grade point average, as per federal Satisfactory Academic Progress regulations. In this situation, the student's QPA for SAP purposes may be lower than the QPA calculated by the Registrar's Office for academic purposes.

### **Changing Majors or Degree Programs**

All credits earned and attempted will count toward the maximum number of credits (180 for a bachelor's degree program, 90 for an associate degree program, and 150% of the credits for a Master's degree program).

Students with mitigating circumstances may appeal.

### **Dual Degrees/Double Majors/Continuous Enrollment**

Students seeking to earn two degrees or two majors will be eligible for federal financial aid until they reach the maximum number of attempted/earned credits (150% of the published length of the primary degree program, or 180 credits for most students in a bachelor's degree program). Students with mitigating circumstances may appeal.

### **Second Degree**

Students who have earned a bachelor's degree at Clarion or at another regionally accredited college or university, and who are now enrolled at Clarion for a second bachelor's degree, are only eligible for federal direct student loans (not federal and state grants). All credits accepted into the new degree program will be counted as both attempted and earned credits. Second degree candidates must meet both the qualitative and quantitative SAP standards.

Students who have earned one associate's degree and who then enroll at Clarion to earn a second associate's degree are eligible for federal financial aid (grants and loans) as long as they meet the quantitative and qualitative SAP requirements (GPA, pace of 67%, and have not exceeded maximum time frame, or 90 credits for the second degree, including all prior credits counted toward the second associate degree).

### **Study Abroad, Clinical Year, and Consortium Credits**

Clarion University cannot ascertain your academic progress and release your financial aid until we have received your grades from the other institution.

### **Withdrawals**

Before drop/add - No effect on credits earned or attempted.

After drop/add - No credits are earned, and the credits count toward attempted credits.

### **Other Limits on Financial Aid:**

Please be aware of these limits on federal financial aid:

#### **Lifetime Loan Maximums:**

Dependent undergraduate students may borrow up to a lifetime maximum of \$31,000 through the Federal Direct Loan program. Up to \$23,000 of this amount may be in subsidized loans. Independent undergraduate students may borrow a maximum of \$57,500. Up to \$23,000 of this amount may be in subsidized loans. Graduate students may borrow up to a maximum of \$138,500. Up to \$65,500 may be subsidized.

Students must be enrolled for at least six credits per semester (or summer) and must be enrolled in a degree program to be eligible to receive a federal loan.

### **Subsidized Loan Limit at 150%:**

This rule applies to all first-time borrowers after July 1, 2013. A full-time student who is enrolled in an associate degree program may only receive Federal Direct Subsidized Loans for a maximum of three years. A full-time student who is enrolled in a bachelor's degree program may only receive Federal Direct Subsidized Loans for a maximum of six years. If a student is enrolled for longer than 150% of the time it normally takes to complete a degree program, s/he will lose the interest subsidy on any previously borrowed Federal Direct Student Loans.

### **Lifetime PELL Grant Limits:**

Students may only receive a maximum of six years of federal PELL grants.

### **PA State Grant Limits:**

Students may only receive a maximum of four years (eight semesters, or the equivalent) of PA state grants.

## **Pennsylvania State Grant Academic Progress:**

Academic progress for Pennsylvania State Grant purposes is different than academic progress for federal financial aid purposes. PA Grant recipients receive this information with their State Grant Award Notice.

For Pennsylvania state grant purposes, full-time students must successfully complete 24 credits each year or 12 credits each semester. Part-time students must successfully complete at least six credits each semester. Summer is considered to be a semester. Only credits earned from a course in which the student was actually enrolled are counted. Advanced Placement credits, transfer credits, CLEP credits, credits earned from challenge exams, proficiency exams, or life experience do not count toward needed credit. Remedial credits taken during a term when not receiving a state grant may not be counted toward progress.

Students enrolled in bachelor degree programs may receive a maximum of 8 semesters (or the equivalent) of PA state grant funding, while students enrolled in associate degree programs may only receive 4 semesters (or the equivalent) of funding.

Satisfactory Academic Progress for PA state grant purposes is normally checked at the end of each academic year (after spring semester grades have been posted). Progress for incoming first-time transfer students for the fall semester is checked during the summer and early fall. Notification is made to PHEAA electronically, and PHEAA then notifies the student.

Clarion University must advise PHEAA at the time we become aware that a student did not make Satisfactory Academic Progress. Since most students complete the FAFSA before the May 1 deadline, and thus before we can check for Satisfactory Academic Progress at the end of the academic year, it is possible that a student may have already received a state grant award notification before Clarion has advised PHEAA that the student is ineligible for the award.

Students have the option to make up any necessary credits over the summer (at Clarion University or at another accredited institution) at their own expense. Students who fail to make progress for PA state grant purposes due to extenuating circumstances may appeal to PHEAA. An appeal form is available on the PHEAA website ([www.pheaa.org](http://www.pheaa.org)), or by calling the agency at 1-800-692-7392.

## **If You Don't Make Satisfactory Academic Progress (SAP), Here Are Your Options:**

You can regain eligibility only by taking action that brings you into compliance with both the qualitative and quantitative standards of Clarion University's SAP policy. Neither paying out-of-pocket for one's classes, nor sitting out for a semester, is sufficient by itself to re-establish eligibility. If you want to re-establish your SAP eligibility status, you should select one of the following options:

1. Attempt to make up any necessary credits over the summer, either at Clarion or at another accredited institution. We recommend that you consult with your academic advisor before selecting courses. Since you will not be eligible for federal and/or state aid, you may want to consider a private loan. Remember, it is **your responsibility** to ask Student Financial Services (SFS) staff to review your eligibility for aid when you believe you have regained SAP. Please contact the SFS Office at either 1-800-672-7171, opt #2 or [stfinservice@clarion.edu](mailto:stfinservice@clarion.edu).

If you take courses at another institution, it is **your responsibility** to contact the SFS Office when your transfer credits have been posted by the Registrar's Office.

2. Make up any necessary credits/cumulative grade point average by enrolling at Clarion at your own expense during the fall, spring, or winter session. The university's payment plan can help make this expense more affordable by making monthly payments. For additional information regarding the payment plan, please go to [www.clarion.afford.com](http://www.clarion.afford.com), or call 1-800-722-4867.
3. You may file a Financial Aid Appeal.
4. Transfer to another institution until you earn the necessary credits to regain SAP and then return to Clarion. Generally when you transfer to another institution, you begin with a "clean slate" for federal academic progress purposes. This means that you would be eligible for federal financial aid at the new institution. Earning credits at another institution will also help you because Clarion will only consider the transfer credits accepted back to Clarion. However, transferring credits to Clarion will NOT improve your grade point average, because the credits transfer, but not the grades.

**PLEASE NOTE:** You are responsible for regaining eligibility for aid by regaining SAP. SFS staff cannot provide definitive advice to students as to how many credits it might take to regain SAP, how to raise a cumulative grade point average, or how long it will take to regain SAP.

**IMPORTANT NOTE:** *If it appears that you will be unable to complete a degree program because it is mathematically impossible for you to graduate within the maximum time frame (150% of the "normal" degree completion time frame—180 credits for BA/BS degree students, 90 credits for AA/AS degree students), federal regulations require the university to terminate your eligibility for federal financial aid funds. This requirement is NOT negated even if you are permitted to continue your enrollment at the university.*

## Financial Aid Appeals:

If mitigating circumstances beyond your control (death in the immediate family—parent, sister, brother, or child--hospitalization or serious illness; adversity or other undue hardships) prevented you from making SAP, you may appeal the loss of your federal or state financial aid. Please note that simply experiencing a mitigating circumstance does not guarantee an exception to the SAP regulations. Typically, pregnancy/birth of a child, previously diagnosed learning, physical or psychological disability, lack of understanding of SAP policies, inadequate preparation for post-secondary studies, and issues within your control are generally **not** examples of mitigating circumstances.

You must complete and submit the following documents to the SFS Office NO LATER THAN 30 days following the date you were notified of your ineligible SAP status. Your complete appeal (including all documentation) must be submitted to the Office of Student Financial Services before the first day of classes. As per federal regulations, appeals cannot be granted after drop/add.

1. Signed "Federal Academic Progress Appeal Rights and Responsibilities Form," clearly indicating where a response to your appeal should be sent.
2. Federal regulations require that your appeal includes a signed letter of explanation regarding why you failed to make SAP and what has changed in your situation to enable you to overcome this issue. Your appeal cannot be considered without both of these explanations.
3. Supporting documentation--for instance, a signed AIP plan, copy of an immediate family member's death certificate, hospitalization documentation, etc.

All decisions are made on a case-by-case basis. You may appeal more than once, but it is unlikely that more than one exception will be granted. Please note that the decision of the SFS SAP Appeal Committee is **final**—you cannot appeal their decision to another office. The US Department of Education (USDE) dictates much of the financial aid appeal process. This means that SAP appeal requirements may differ from other university academic or billing processes. Remember, you **MUST** submit a written appeal to the SFS Office even if you received an official medical withdrawal from the university (cancellation of tuition and fees), or if you withdrew for health, medical, military or judicial reasons.

Members of the Armed Forces who are called to active duty and who must then withdraw from a semester will always be considered for a SAP "exception" (in other words, your SAP eligibility will be reinstated for the following term of enrollment IF you submit the mandatory SAP appeal documentation, including a DD214).

**Academic Improvement Plans:** If you have been placed on an academic improvement plan by the Office of Academic Affairs, it is your responsibility to contact the Office of Student Financial Services to see if your federal financial aid eligibility is, or will be affected. Students whose grade point averages fall below the required 2.00 are normally placed on AIPS. Federal financial aid eligibility may or may not be impacted, depending on when the student is placed on the AIP (Satisfactory academic progress is checked at the end of the academic year, NOT mid-year. A cumulative GPA below 2.00 for an undergraduate student at the end of the academic year would mean that the student failed to make SAP, and federal financial aid eligibility would be negatively affected.)

Students who have been placed on AIPS and whose federal aid eligibility has been negatively impacted due to the student's failure to make satisfactory academic progress for federal financial aid purposes may submit SAP appeals according to the guidelines outlined in this policy. Students who submit successful appeals should remember that Clarion University's requirements for them on an AIP may be different than the federal financial aid requirements outlined in their letters of financial aid probation from the Office of Student Financial Services. For example, students on a SAP exception/probation may NOT fail any classes, nor may they withdraw from them after drop/add. Students on an AIP, for example, may be required to meet with their academic advisor at least twice per week and may also be required to meet with a Success Coach.

Students who wish to regain good academic standing AND retain their eligibility for federal financial aid should be very careful to adhere to both their AIPs and their letters of probation (from the Office of Student Financial Services).

### **What happens after I submit a SAP appeal?**

The Satisfactory Academic Progress Committee will review your appeal. If your appeal is approved, you will be given either one semester ("probation") to regain SAP (cumulative GPA of 2.00 or higher; cumulative pace at 67% or better); or you will be asked to develop an Academic Improvement Plan with the assistance of your academic advisor. If you are placed on an AIP, you must adhere exactly to the terms of the plan, or you will lose eligibility for federal financial aid.

Alternatively, the Committee could decide that you do not have grounds for an appeal, and you would be notified (by email, letter, or both) of the denial.



# Federal Academic Progress Appeal Rights and Responsibilities Form

1. I understand that this is an appeal to have my eligibility for federal financial aid reinstated after I failed to make Satisfactory Academic Progress (SAP) towards my degree. This is not an appeal for an academic suspension. Winning an appeal for an academic suspension or being placed on an Academic Improvement Plan (AIP) does not mean that I will automatically have my eligibility for federal aid reinstated.
2. Attached is the documentation to support my appeal. This includes a signed copy of this form, a signed letter of explanation indicating why I previously failed to make satisfactory academic progress for federal financial aid purposes, and a brief description of what has changed that will now allow me to make SAP, and any supporting documentation (such as a signed Academic Improvement Plan (AIP), immediate family member's death certificate, hospitalization or physician documents, etc.) regarding my special circumstances. Submit all of these documents to: [stfinservice@clarion.edu](mailto:stfinservice@clarion.edu), or fax them to (814) 393-2520, or mail them to:

Student Financial Services Office  
Clarion University of Pennsylvania  
840 Wood Street  
Clarion, PA 16214

3. I acknowledge that if my SAP appeal is incomplete because all requested documentation is not submitted, it will be denied. I understand that all SAP appeals must be submitted before the first day of classes.
4. I understand that if my appeal is granted, I will only have one term of "exception" (financial aid probation) during which I will be eligible for federal financial aid. If I do not re-gain SAP by the end of the term, I will lose eligibility for future federal aid until such time as I once again meet all SAP requirements. A SAP exception does not "re-set" my cumulative academic record.
5. In cases where the SFS SAP Committee determines that it may take more than one semester for me to regain SAP or in cases where I have exceeded, or am close to exceeding maximum credits, I understand that I am required to submit an Academic Improvement Plan (AIP) that has been signed by my advisor or other university academic representative that specifies which courses I need to take each term in order to re-gain SAP and/or graduate. My AIP may contain other stipulations as well as a term-by-term sequence of courses, including mandatory academic support counseling and/or tutoring. If my appeal is granted, I will be required to adhere to my AIP, or I will become ineligible for federal aid.
6. I certify that the information I submit is true, accurate, and complete. I understand that submitting false, incomplete, or inaccurate information is a violation of the Clarion University Code of Conduct. I give my permission to the SFS SAP Appeal Committee members at Clarion University to speak with faculty and other university personnel in regard to my appeal.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Clarion ID

\_\_\_\_\_  
Address or email where we should mail the response to your appeal

For which semester (summer, fall, winter) and year are you requesting reinstatement of financial aid?

\_\_\_\_\_ (Summer) \_\_\_\_\_ (Fall) \_\_\_\_\_ (Spring)      Year: \_\_\_\_\_

Your expected month and year of graduation: \_\_\_\_\_

**Sample Appeal Letter**  
**(Failure to Successfully Complete 67% of Attempted Credits)**

Date

Student Financial Services Office  
Clarion University of Pennsylvania  
840 Wood Street  
Clarion, PA 16214

Dear SAP Appeals Committee:

I recently received a letter in the mail advising me that I am not eligible for financial aid because I failed to make satisfactory academic progress. Please consider this my letter of appeal.

I was enrolled at Clarion University during the 2011-12 academic year. On March 25, 2012, my father passed away. I did not make satisfactory academic progress because I became depressed and was unable to function at school or at work. My father's death certificate is attached, as well as a note from my doctor.

I would like to return to Clarion for the fall semester 2012. I've completed the Free Application for Federal Student Aid, and I hope that you will consider me for an exception to the federal academic progress regulations.

I feel that I can now make satisfactory academic progress because I am receiving on-going counseling in addition to medication. As per the attached letter, my counselor believes that I will be emotionally ready to begin school in the fall semester of 2012.

Please also find attached my father's death certificate and medical information release forms from my primary care physician and from my psychologist.

Sincerely,

Jane E. Doe

123 Main Street  
Anytown, PA 16214

Clarion ID: 1234-5678

**Sample Appeal Letter  
(Failure to Earn a 2.0 Cumulative GPA)**

Date: \_\_\_\_\_

Student Financial Services Office  
Clarion University of Pennsylvania  
840 Wood Street  
Clarion, PA 16214

Dear SAP Appeals Committee:

I have been informed that I do not currently qualify for federal student aid because I do not have a cumulative grade point average of 2.0 or higher. Please consider this document as my letter of appeal.

I was last enrolled at Clarion University during the \_\_\_\_\_ semester. I did not make satisfactory academic progress (earn a cumulative GPA of 2.0 or higher) for financial aid eligibility purposes due to these extenuating circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I cannot return to Clarion without the benefit of federal student grants and loans. I have attached a signed copy of my Academic Improvement Plan (AIP) for the \_\_\_\_\_ semester and the signed Federal Academic Progress Appeal Rights and Responsibilities Form to this letter, in the hope that your committee will grant my appeal and reinstate my eligibility for federal aid. I believe that following my AIP will enable me to raise my cumulative GPA to the required 2.0. Please let me know if you require any additional documentation to grant my appeal.

Sincerely,

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Clarion ID#: \_\_\_\_\_

## Sample SAP Appeal Letter (Exceeded Maximum Credits)

Date

Student Financial Services Office  
Clarion University of Pennsylvania  
840 Wood Street  
Clarion, PA 16214

Dear Student Financial Services Appeal Committee:

I have been notified that I am ineligible for federal financial aid because I have exceeded the maximum number of credits.

I began my academic career at Clarion University in 1995 when I enrolled as an education major. I remained at Clarion for three semesters, and then I left college to get married and raise a family. My husband was in the military, and we moved frequently. Whenever we moved, I would earn college credits at the local college, but never enough to finish a degree. My family and I returned to Clarion in 2010.

When I was re-admitted to Clarion University, I enrolled in the BSBA program. However, with the previous credits I earned and the credits I transferred to Clarion, I am past the number of credits I am allowed to attempt. This is, in part, due to the fact that few of my education degree credits and few of my transfer credits apply to the bachelor's degree program I am now enrolled in. I have one more semester to complete before I can graduate (I plan to graduate in December 2013).

Attached please find an academic plan signed by my advisor and me that lists the courses I need to take to complete my degree in December 2013.

Sincerely,

Mary Smith  
1234 Shady Lane  
Suburbia, PA 16890

Clarion ID: 1000-8765

**Federal Financial Aid Satisfactory Academic Progress Appeal: Academic Plan  
(Do not complete this unless you are directed to do so.)**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student's Advisor: \_\_\_\_\_

Student's Academic Degree Program, Including Any Minors: \_\_\_\_\_

Student's Anticipated Graduation Date: \_\_\_\_\_

As per federal regulations, the student must do the following to regain SAP: (this section will be completed by Student Financial Services staff)

\_\_\_\_\_

\_\_\_\_\_

The student and advisor agree that the student will take the following courses in the following semesters in order to regain SAP. The student and the advisor agree that these courses are required for graduation from the program of study listed on this form.

Semester and Year: \_\_\_\_\_

Course Number	Course Name	Credit Hours	Anticipated Grade	Anticipated Cumulative GPA at Semester End

Semester and Year: \_\_\_\_\_

Course Number	Course Name	Credit Hours	Anticipated Grade	Anticipated Cumulative GPA at Semester End

Semester and Year: \_\_\_\_\_

Course Number	Course Name	Credit Hours	Anticipated Grade	Anticipated Cumulative GPA at Semester End


Semester and Year: \_\_\_\_\_

Course Number	Course Name	Credit Hours	Anticipated Grade	Anticipated Cumulative GPA at Semester End

Semester and Year: \_\_\_\_\_

Course Number	Course Name	Credit Hours	Anticipated Grade	Anticipated Cumulative GPA at Semester End

In addition, the advisor or the Office of Student Financial Services also requires the student to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The student may enroll only for courses necessary to complete the degree program listed.
- The student may not change majors and or add majors or minors.
- The student must successfully complete each course (and any other requirements) agreed to in this plan, or lose eligibility for federal financial aid. The student may not withdraw from courses after drop/add.
- If, for reasons beyond the student’s control, s/he cannot complete the plan as agreed, the student must immediately contact the Office of Student Financial Services.

Student’s Signature: \_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_