

Satisfactory Academic Progress Appeal Packet

All Satisfactory Academic Appeal forms must be submitted to the Humphreys University Student Services Office, room 236.

Satisfactory Academic Progress Policy

According to federal and state laws and regulations, Humphreys University students receiving Federal Student Aid are required to meet Satisfactory Academic Progress (SAP) standards.

Students are considered to have an eligible SAP status if they:

- ✓ Maintain the required cumulative grade point average (GPA) of **2.0** or better.
- ✓ Complete enough credit hours to have a pace of completion of two-thirds (**66.67%**) or higher. Pace is determined by dividing the number of credits earned by the credits attempted. Withdrawals (W) and grades of F and INC are not considered successful completions for federal financial aid purposes, but are considered attempts.
- ✓ Will graduate within 150% of the units required to complete their academic program.

The Satisfactory Academic Progress Policy can be found in the Humphreys University Catalog, available at www.humphreys.edu.

Purpose of This Form

A student with unforeseen, documentable extenuating circumstances who has been denied Federal Student Aid based on his/her SAP status may appeal in writing by following the instructions on this Satisfactory Academic Progress (SAP) Appeal form. A student who has been academically dismissed may appeal for reinstatement by following the instructions on this form as well.

Appeal Deadline and Conditions

Current Students: Deadline is Friday of the first week of the current quarter.

Returning Students (*Students who have ceased attendance for at least one quarter*): Deadline is Friday of the ninth week of the quarter preceding the anticipated quarter of readmission.

Additional Conditions -



- a. Federal Application for Federal Student Aid (FAFSA): A FAFSA for the returning award year must be received along with required eligibility documents necessary to determine financial aid eligibility by the appropriate SAP appeal deadline.
- b. Prior Stafford Direct Loans: All prior student loans must be in satisfactory repayment status.
- c. Account Balance with Humphreys University: Students seeking readmission must have a zero balance at the time of submitting a SAP Appeal. Please confirm your balance is at zero before submitting a SAP Appeal.

How to Appeal

1. Complete the Satisfactory Academic Progress Appeal Form attached.
2. Attach a typed written statement explaining the following:

Hand-written statements will not be accepted!

- ✓ What were the extenuating circumstances that occurred which prevented you from successfully completing all of your classes and/or completing your program within the maximum timeframe.
 - ✓ What has changed that will allow you to successfully complete all classes in the future.
3. Attach documentation confirming the extenuating circumstance(s) that occurred which impacted your academic performance. All statements from other individuals or organizations must be on professional letterhead. Additional documentation may be requested when your appeal is reviewed.
 4. SAP Appeals will be reviewed by the Academic Policies Committee; only those notifications that include the aforementioned documentation will be considered. **Notification of the Committee's decision will be provided in writing within one week of the Academic Polices Committee meeting.**

Circumstances and Required Documentation

Death of Close Family Member

1. In your statement, explain the individual's relationship to you, their date of death, and how the death impacted your academic performance.
2. Provide a copy of a death certificate, obituary or letter from a professional confirming the date of death (lawyer, minister, doctor).

Illness or Injury

1. In your statement, explain the illness or injury, when it occurred and the duration, and how the illness or injury impacted your academic performance.
2. Provide a statement from your doctor citing the illness or injury and releasing you to return to school.

Other Unforeseen Circumstance Beyond Your Control

1. In your statement, explain the situation. The statement must clearly show that the situation was unforeseen and beyond your control.
2. Provide supporting documentation that verifies the circumstances you describe in your statement.

Extension of 150% Timeframe

1. In your statement, explain why you have not yet completed your program or indicate if you are working on a second associate's or bachelor's degree.
2. Provide an academic plan that will include a list of the classes you still need to take at Humphreys University, the quarter you will be taking those classes and your expected completion date.
3. Provide a copy of a recent degree evaluation.



Satisfactory Academic Progress Appeal Form

Submit this form to Student Services Office, room 236

Student Information

Social Security Number: XXX - XX- [][] [][] [][] Student ID#: _____ Date of Birth: ____/____/____

Full Name: _____, _____, _____ Campus: STK MOD
Last Name First Name Middle

Permanent Address: _____ City/ST/Zip: _____

Day Phone: _() - _____ Cell Phone: _() - _____

Complete the following questions and attach all required documents pertaining to your circumstance(s).

- Current degree:** Certificate AA AS BA BS GR Law Major: _____
- Which quarter/year will you be returning?**
 Summer-Year _____ Fall-Year _____ Winter-Year _____ Spring-Year _____
- Please check the appropriate circumstance(s) in which impacted your academic progress.**
 Death of a Close Family Member Other Unforeseen Circumstance Beyond Your Control
 Illness or Injury Extension of 150% Timeframe
- Attach a typed written statement which explains the following:**
 What were the extenuating circumstances and how this prevented you from successfully completing all of your classes and/or completing your program within the maximum timeframe.
 What has changed that will allow you to successfully complete all classes in the future.
- You **MUST** attach documentation supporting your statement regarding your extenuating circumstances which occurred, as indicated in #3 above.**

Certification and Signature

The information provided on this form, in my written statement and all accompanying documentation, is accurate and complete to the best of my knowledge. I agree to provide additional documentation, if requested.

If my appeal is approved, I understand that I must meet the following criteria in each subsequent quarter until I have reached the minimum standard stated in the Humphreys University Satisfactory Academic Progress Policy:

- Successfully complete all the courses attempted during the quarter with no withdrawals (W), F's or incompletes (INC) in any classes.
- Maintain a quarter grade point average of 2.00 or higher.
- If requesting an extension of the 150% timeframe, successfully complete my degree or certificate within the date listed on my appeal, and by following the academic plan and timeframe provided in my appeal.
- Follow any other stipulations listed in the appeal approval notice.

Student signature: _____ Date: ____/____/____

Student Services Use Only:

Approved – FA Academic Plan Required: Number of Quarters: _____ Number of Units: _____
 Approved – Academic Plan (Academic Re-Admit) Number of Quarters: _____ Number of Units: _____
 Denied – Reason: _____
 Additional Comments: _____

Signature: _____ Date: ____/____/____