

Satisfactory Academic Progress Appeal – Level 1

Name: _____ Student ID: _____

This appeal must be completed and returned to the Office of Financial Aid **no later than the deadline published on shepherd.edu/financialaid/sap**. Be prepared to pay your bill, as it may be due prior to the decision of this appeal.

You may only submit an appeal for a documented extenuating circumstance that caused you to be unsuccessful in school. See *Examples of Extenuating Circumstances and Supporting Documentation*. Situations like struggling in a course or withdrawing to change majors are part of regular academic activity and are not considered extenuating.

If you are in violation of the maximum timeframe standard, you must specify only the coursework necessary to obtain your degree. Appeals are not granted if you are attempting to reach a specific grade point average necessary for graduation.

Incomplete appeals will be denied. For a complete appeal, submit the following:

- Level 1 Satisfactory Academic Progress Appeal Form
- Academic Plan for Progress
- Student Statement Form
- Supporting documentation

Identify your area(s) of noncompliance:

<u>Qualitative Requirements:</u>		Current Shepherd GPA: _____
Undergraduate = 2.0 GPA Graduate = 3.0 GPA		Current Cumulative GPA: _____
<u>Quantitative Requirements:</u>		
Undergraduate = 70%	_____ ÷ _____ = _____ %	
Graduate = 75%	Total Passed Hours Total Attempted Hours Completion Rate	
<u>Timeframe Requirements:</u> 150% of the credits required for degree completion		
120 credit hour program = 180 credit hours attempted	<input type="checkbox"/> 1 st Baccalaureate Degree	
128 credit hour program = 192 credit hours attempted	<input type="checkbox"/> 2 nd Baccalaureate Degree	
36 credit hour program = 54 credit hours attempted	<input type="checkbox"/> 1 st Master's Degree	
Second Undergraduate Degree = 60 credit hours attempted	<input type="checkbox"/> 2 nd Master's Degree	
Remaining credit hours needed to achieve degree: _____		