

## Satisfactory Academic Progress Appeal – Level 2

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

### **Basis for Appeal:**

- ☐ My Level 1 appeal was denied by the Office of Financial Aid.
- ☐ I did not meet the requirements of my Academic Plan for Progress.

This appeal must be completed and returned to the Director of Financial Aid **no later than the deadline published on [shepherd.edu/financialaid/sap](http://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.

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

- Level 2 Satisfactory Academic Progress Appeal Form
- Academic Plan for Progress
- Student Statement Form
- Supporting documentation

Identify your area(s) of noncompliance:

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

You will be notified of the decision of the Scholarship and Financial Aid Committee. Their decision is final. If your appeal is denied, you will not be eligible for any further financial aid until you are compliant with the SAP policy.