

## Satisfactory Academic Progress Appeal Form

Student Financial Services

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3307 Third Avenue West, Suite 114, Seattle, Washington 98119

SPU.EDU/SFS

Student Name:

SPU ID#:

*As a financial aid recipient, you must remain in good academic standing with the University and make satisfactory progress toward your intended degree objective. The following are SPU's SAP guidelines:*

### Minimum Grade Point Average

A financial aid recipient must be in good academic standing at the University. At the completion of the second year (sophomore standing) the student must have a cumulative 2.0 GPA to remain eligible for financial assistance, including Title IV (federal) funding. Students who do not achieve a 2.0 cumulative GPA will be ineligible for further financial assistance until the cumulative GPA is achieved. (Note: A higher minimum GPA may be required for scholarship recipients. Refer to the Scholarship/Grant section for specific renewal criteria).

### Minimum Credit Requirement

Students must complete at least 67 percent of all attempted credits to be eligible for financial assistance. Each accepted transfer credit will be considered both an attempted and completed credit. The calculated percentage will be rounded up to the nearest full- credit hour. Completed credits are defined as coursework that has received a grade of A, B, C, D, or P at the end of the academic term. Grades of E, W, G, I, or N do not receive any credit; therefore, they do not count as completed credits each quarter.

### Maximum Time Frame

Financial aid will be awarded to students enrolled in undergraduate programs for a maximum of 270 credits and awarded to graduate and doctoral students for a maximum of six years.

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#### 1. Please indicate the reason you are appealing:

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#### 2. Respond to the following questions:

a. What occurred that made meeting academic progress difficult or impossible?

b. How long did this situation last?

c. What measures have you taken, or will you take to prevent this situation from happening again?

d. What are you doing to ensure that your academic progress will get back on track?

3. Attach any supporting written documentation (i.e.: doctor's letter on official letterhead, if death in the family, copy of death certificate, etc.).
  
4. If you are appealing the 270 credit limit rule, Attach a copy of an academic plan you create that has been reviewed (or will be reviewed) with your UG Academic Counselor. The Academic plan must that includes the following:

- a. Anticipated graduation date
- b. Courses, number of credits toward degree and the quarter it will be taken.
- c. Provide a statement from your UG Academic Counselor confirming your meeting.

Attach Plan:

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Student Signature

Date

Email