



Doe John M. P000000000
Student Last Name *First Name* *MI* *Saint Martin's ID Number* *Example: 000123456*

SATISFACTORY ACADEMIC PROGRESS APPEAL **Academic Year 2023-2024**

Directions: This appeal is for students who have not met the minimum semester credit hours, cumulative/semester grade point, and/or maximum time frame requirements of the SAP policy. The SAP appeal and supporting documentation are confidential information and will not be released to any university department or outside agency without prior written approval.

PART A – Student Information	
Email Address: <u>john.doe@stmartin.edu</u>	Major <u>Civil Engineering</u>

Explanation of Circumstances

In 500 words or less, please answer the following questions in space provided below:

- What circumstances led to your academic deficiency?
- How were the circumstances beyond your control?

Thoroughly explain what factors may have contributed to your academic deficiency and explain how it was beyond your control in successfully earning credits / completing the course (i.e. difficulty with mental health, being homesick, missing class)

Resolution of Circumstances

In 500 words or less, please answer the following questions in the space provide below:

- How is your situation different now than it was before?
- What specific steps are you taking to ensure future success in attaining your academic goals:

Explain if / how the situation has improved as well as steps that you are doing to improve or do better in the coming terms (i.e. utilizing tutoring services, counseling and wellness services, finding a mentor, etc.)

You are required to make an appointment with an Adviser in the Center for Student Success (CSS).

You can schedule an appointment online at: <https://stmartin.libcal.com/appointments> or calling for an appointment at 360-438-4569.

Date of CSC Appointment: 00/00/0000 Adviser You Met With: Jane Doe

ACADEMIC PLAN & ELIGIBILITY CONTRACT

Academic Year 2023-2024

Directions: Complete this section with an Adviser in the Center for Student Success or your Program Advisor. **All steps must be complete before financial aid can be released.**

PART B – Academic Plan to Be Completed with an Adviser

Instructions for Academic Advisor: Federal regulations require the institution establish an Academic Plan-of-Action for students who have failed to meet SAP standards as defined by the Department of Education. **Financial Aid SAP eligibility is not the same as Academic probation.**

Please work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student's declared program. Once this plan is developed and agreed upon, please sign and date the Academic Plan.

Degree program Civil Engineering Is this a Change of Major? Yes No

Expected Graduation Date: 05/05/2024 Current Cumulative GPA: 2.3 Cumulative Degree Hours: 90

Fall

Semester 1

Term:

Course Name	Course Number	Credit Hours	Repeat (Y/N)	Required for Major
Intro Course	CE101	3	Y	Y
Physics	PHY101	3	Y	Y
Critical Reading & Writing	COR120	4	N	N
Religious Studies	COR110	3	Y	N

Spring

Semester 2

Term:

Course Name	Course Number	Credit Hours	Repeat (Y/N)	Required for Major
Fluid Mechanics	CE345	4	Y	Y
Senior Design	CE499	4	N	Y
Soil Mechanics	CE400	4	N	Y

Advisor Name: Jane Doe Advisor Signature: Jane Doe

PART C – Student Section

I John M. Doe understand that the requirements listed below are federal requirements necessary to meet in order to maintain SAP.

Students must acknowledge each statement (place a check mark)

I must maintain a 2.0 GPA (undergraduate students) or a 3.0 GPA (Graduate Students).

I must complete more than 67% of the courses I register for each semester.

I John M. Doe agree to meet each of the following conditions to continue to receive my Financial Aid at Saint Martin's University while on Satisfactory Academic Probation to maintain SAP

Students must acknowledge each statement (place a check mark)

I agree to only enroll in the courses listed in section B as agreed upon with an academic advisor

I will meet with an academic advisor if I need or choose to make any adjustments to the courses listed in section B

In the event I am unable to complete a course, I will notify an advisor and the Office of Financial Aid Immediately

I will attend class regularly and arrive to class on time

I will meet with my instructors regularly to monitor my academic progress

I will utilize the Center for Student Success to help me strengthen my study skills and behaviors

I will check Self-Service to monitor my midterm and final grades

I will check my Saint Martin's Email on a regular basis as it is the official means of communication on campus.

Student signature

x *John M. Doe*

Date

08/01/2023

Supporting Documentation

- Please list any supporting documentation that will be submitted on your behalf:
- Supporting documentation can be submitted via email with this appeal through the Center for Student Success Advisor or by placing into the Secure Financial Aid Dropbox.
- Medical condition: Submit a letter from your health care provider stating whether you are well enough to return. **Do not send us your medical records.**
- Maximum time frame: Submit documentation from your academic advisor confirming your graduation date. **If you are seeking two majors, documentation must come from both advisors.**
- Other: Submit documentation that proves each factor noted as influencing your academics

Important Details

- **DEADLINE** - Your appeal must be submitted prior to the mid-point of the term. If your appeal is not received by the mid-point of the semester it will not be approved and you will be responsible for paying your balance with out-of-pocket funds.
- The SAP Committee may require additional information. The committee will not continue processing your appeal until the requested information has been received.
- **ALL DECISIONS OF THE SAP COMMITTEE ARE FINAL.**

PART E. Final Certification

You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.

Student signature

x *John M. Doe*

Date

08/01/2023

Scan the QR Code below to turn in your documents via Secure Drop Box





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PART A – Student Information	
Email Address:	Major

Explanation of Circumstances

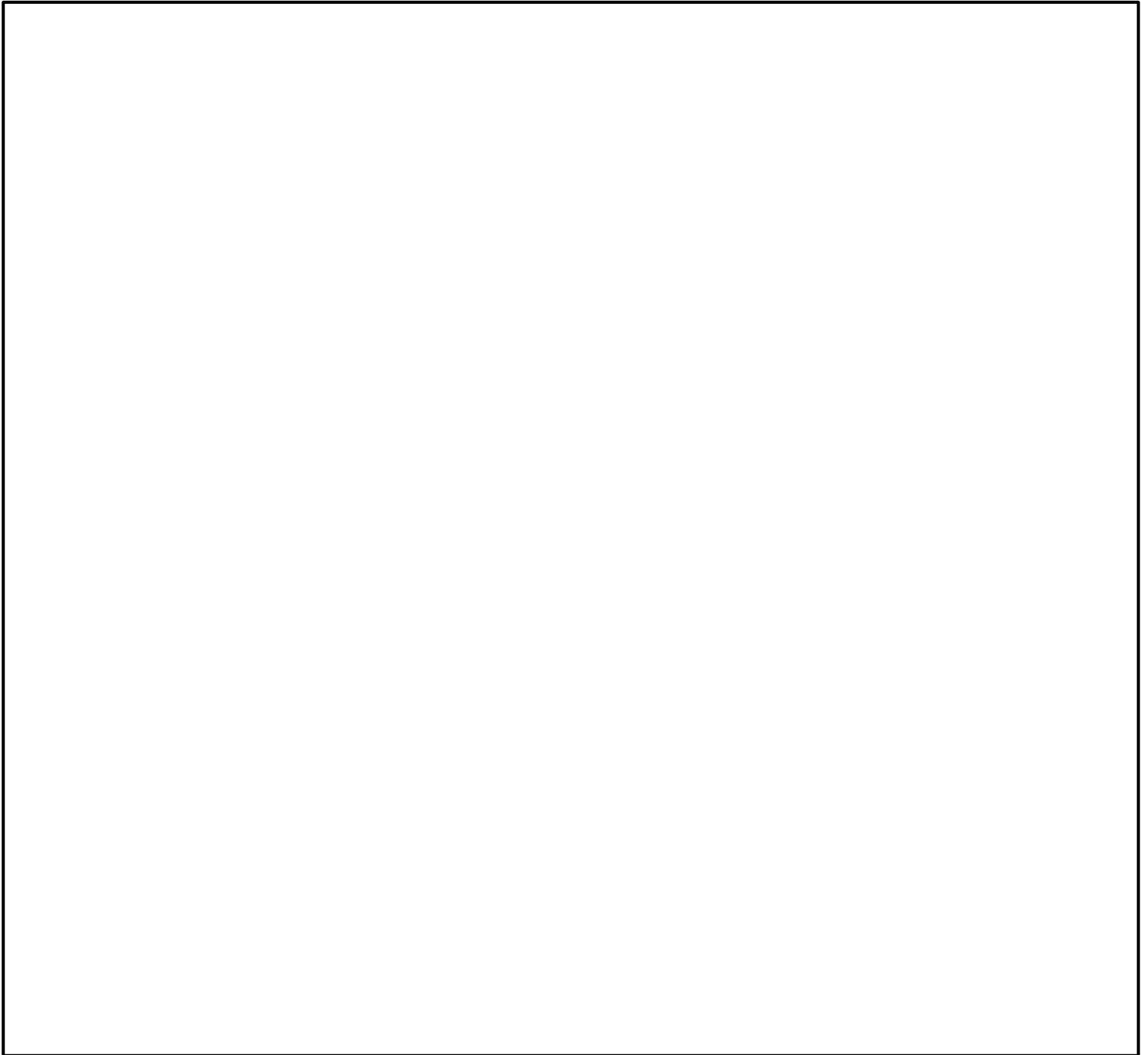
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In 500 words or less, please answer the following questions in the space provide below:

- How is your situation different now than it was before?
- What specific steps are you taking to ensure future success in attaining your academic goals:

A large, empty rectangular box with a black border, intended for the student to write their response to the questions above. The box is currently blank.

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You can schedule an appointment online at: <https://stmartin.libcal.com/appointments> or calling for an appointment at 360-438-4569.

Date of CSC Appointment: _____ Adviser You Met With: _____

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Degree program _____ Is this a Change of Major? Yes No

Expected Graduation Date: _____ Current Cumulative GPA: _____ Cumulative Degree Hours: _____

Semester 1

Term:

Course Name	Course Number	Credit Hours	Repeat (Y/N)	Required for Major

Semester 2

Term:

Course Name	Course Number	Credit Hours	Repeat (Y/N)	Required for Major

Advisor Name: _____ Advisor Signature: _____

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Student signature X	Date
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