

# Undergraduate Satisfactory Academic Progress Appeal Form

Please return this completed form to [financialaid@case.edu](mailto:financialaid@case.edu). If you have questions, contact us at financialaid@case.edu, 216-368-4530, or visit us in Sears Library Building, Suite 240.

Student's Last Name	Student's First Name	SIS/PeopleSoft Student ID <i>(1234567)</i>	CWRU Network ID <i>(abc123)</i>
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This appeal form is to be used to explain any extraordinary circumstances that prevented you from meeting the semester and/or cumulative SAP standards. A complete listing of the SAP requirements can be found on our [Financial Aid Satisfactory Academic Progress for Undergraduate Students](#) page. An approved appeal will result in one of two options: probation if only 1 semester is required to become compliant, or an academic plan if more than 1 semester is required.

Completing this form electronically will enable the requirements for the appeal and academic plan to be calculated for you.

<b>1. Student's status at CWRU as of their most recently completed semester</b>	
Semesters Completed (not including the summer)	
Most recently completed semester GPA	
Current Cumulative GPA	
Current total credits passed (include summer credits)	

<b>2. Requirements needed to be compliant</b>	
Semesters Completed (not including the summer)	
Most recent semester GPA needed	2.000
Cumulative GPA needed	2.000
Total credits needed	

<b>3. Why were the SAP requirements to be compliant not met? (attach a letter if more space is needed)</b>
Clearly explain the circumstances that led to failing to meet SAP, such as a medical emergency, family problem, or personal catastrophe.

<b>4. What steps have been taken so that SAP requirements are met in the future? (attach a letter if more space is needed)</b>
Explain the steps you have taken or will take to ensure future success and how the problem has been resolved. Be specific about how you will improve, such as using tutoring services, meeting with an advisor, or creating a study schedule.

I confirm that all information provided on this form is accurate and complete to the best of my knowledge.

Student's Signature	Date
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# Undergraduate Satisfactory Academic Progress Academic Plan Form

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Students who fall short of meeting SAP requirements and need more than 1 semester to return to compliance may still receive aid if their appeal is approved due to extenuating circumstances and they are following an approved academic plan that moves them toward graduation. The Appeal form and Academic plan are both required for an Academic Plan review.

<b>1. Requirements to return to SAP compliance (complete the Appeal Form electronically before starting this section)</b>	
Semester GPA needed	2.000
Cumulative GPA needed	2.000
Total credits needed	
Credits needed per semester (4 semesters max)	
Semesters of federal aid eligibility remaining	
Semesters of CWRU need-based aid eligibility remaining	

<b>2. Academic Plan Duration – To be completed with 4-Year Advisor (max of 4 semesters)</b>	
Semester the plan starts	
Semester the plan ends	
Credits to be successfully completed each semester	
GPA required for each semester	

<b>3. Additional Details of the Academic Plan</b>

I confirm that all information provided on this Academic Plan form is accurate and complete to the best of my knowledge. I acknowledge that there is either a realistic expectation that the student will return to SAP compliance after 1 semester, or that the student will be able to complete their degree within 12 total semesters (excluding summer). If it is not realistic, I understand that federal aid eligibility will be lost immediately.

Student's Signature	Date		
<b>The section below is to be completed by the Undergraduate Advising Support Representative Only</b>			
UG Advising Support Rep Name	Can SAP be regained?		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No		
UG Advising Support Signature	Date		