



Satisfactory Academic Progress (SAP) Appeal

Appeal Deadline Dates: **Fall – September 30th** **Spring – February 28th** **Summer – June 30th**

Student Name: _____ Student ID: _____

Program of Study: _____ Appeal Semester: _____ Seeking FA: Yes No

Public Law 99-498 and federal regulations [34CFR 668.16(e)] require a student to maintain satisfactory academic progress in three areas: cumulative grade point average, cumulative completion rate, and maximum time frame for financial aid and military benefits. In accordance with this policy, a copy of Morton College's full Financial Aid Satisfactory Academic Progress (SAP) can be found at <https://www.morton.edu/SAP Policy> or in the college's catalog. All students seeking financial aid and nonfinancial aid seeking students must adhere to the federal regulation of Satisfactory Academic Progress.

I understand that I must adhere to the agreed upon academic plan. I understand if approved, I must apply for a SAP Appeal every time I am deemed terminated. I further understand that the Financial Aid Office or any other office on campus cannot overrule the decision of the committee. Finally, I understand Financial Aid can only be applied toward classes required to complete my Associate's Degree or Certificate with Morton College, if approved. Additionally, if I receive Veteran's Benefits, I understand this appeal paperwork may be provided for a Veterans Standards of Academic Progress Appeal.

Student Signature: _____ Date: _____

SAP APPEAL CRITERIA

Students are placed on Satisfactory Academic Progress Terminated status and are ineligible for Federal and State Grants and/or Student Loans at Morton College if they:

- Fall below a 2.0 Cumulative GPA
- Complete less than 67% of their attempted credit hours
- Exceed 150% of the credit hours for the academic program they are pursuing
- Have already earned a Bachelor's degree

Morton College Financial Aid Office acknowledges there may be **extenuating/unforeseen circumstances** that could have prevented students from meeting the Minimum Academic Requirements for Satisfactory Academic Progress policy. A student who has an **extenuating/unforeseen circumstance** has the right to submit a letter of appeal and supporting documentation to the SAP Appeals Committee.

All appeals must be submitted to a Student Success Coach by the date specified above. Incomplete appeals will not be forwarded to the Committee for review.

INSTRUCTIONS

☐ STEP ONE: GATHER INFORMATION

1. Type and sign an extenuating/unforeseen circumstance letter explaining:
 - The extenuating/unforeseen circumstance(s) that prevented successful completion of coursework. *Students with a previously earned degree should explain why they are pursuing another degree/certification.
 - The specific steps taken to resolve the circumstance(s) indicated.
 - Explain how you will be successful now that you've made or will make changes.
2. Provide supporting documentation which verifies the circumstance(s) you have indicated.
(Please reference examples on page 4)
3. Access your Experience Portal and provide a copy of your SAP Evaluation located under the Student Self-Service in "Financial Aid – Am I Complete?" and Program Evaluation located in "Academic Planning". (Please note: **Non-financial aid seeking students are exempt from providing SAP Evaluation document.**)

□ **STEP TWO: SCHEDULE APPOINTMENT**

1. Schedule a time to meet with a Student Success Coach
 - Contact the One Stop Center to arrange a meeting with your Student Success Coach. Phone: 708-656-8000 ext. 2484 Email: onestop@morton.edu.
 - **Remember to bring your typed extenuating/unforeseen circumstance letter and supporting documentation.** You will be unable to meet with a Student Success Coach without completing the previous steps.

STEP THREE: FINALIZE ACADEMIC PLAN

1. Complete an attainable Academic Plan with a Student Success Coach
 - Based on the selected appeal reason, Student and a Student Success Coach will finalize an Academic Plan for submission to the SAP Appeal Committee.
 - The Academic Plan will focus on ensuring the student is able to meet SAP standards by a specific time-period. Plans are created to address students who were either affected by GPA, rate of completion, or both.
 - Please be aware, only classes required for your active program at Morton College can be considered for the appeal.
2. Turn in all documents from Steps 1-3 with this form, to the Student Success Coach for SAP Appeal Committee review.
 - *Please Note: Your Academic Plan created with your Student Success Coach is an agreement toward your progression to meet SAP standards. If approved, you must adhere to the academic plan and arrive at SAP Standards at the end of the semester/payment period. If a student does not meet the conditions at the end of the semester/payment period, the student will return to termination status and must reapply. Appeals will not be granted for repeated extenuating/unforeseen circumstances.*

SAP APPEAL SELECTION(S):

What is the reason for this appeal? Check all that apply:

☐	a. My cumulative grade point average is below 2.0. LIST CURRENT CUMULATIVE GPA: _____ (Estimated end of semester Cumulative GPA must be attached)
☐	b. I did not complete a minimum of 67% of the attempted credit hours registered. Est. Grad Date: _____ (Projected end of semester Pace Completion Calculation must be attached)
☐	c. I have exceeded the 150%-time limitation for my program. Est. Grad. Date: _____ (Academic Evaluation must be attached)
☐	d. I already have a bachelor's degree. I understand that if reinstated, per federal regulations, I will only be eligible for student loans and only eligible for career programs. (Academic Evaluation must be attached)
☐	e. I am requesting a one-time "Reset" for a new Academic Program. Est. Grad. Date: _____ (Academic Evaluation must be attached)

INSTRUCTIONS TO DEVELOP AN EDUCATIONAL PLAN

1. Run Program Academic Evaluation.
2. Review student's SAP Appeal selection(s) above.
3. Identify non-completed courses for the degree or certificate using the Academic Evaluation
4. If needed, identify courses the student would like to repeat.
5. Assemble Academic Plan that addresses student SAP Appeal reason above.
 - List all recommended courses for the semester that will bring student back to SAP Standard
 - Students appealing (a) will need the estimated GPA Calculation completed.
 - Students appealing (b) will need estimated Pace Completion calculation completed.
 - Students appealing (c, d, or e) will need Academic Evaluation.

ACADEMIC PLAN (Completed by Student Success Coach)

Course Code	Credit Hours	Course Title (Indicate repeat courses)	Target Grade	Target Completion
Total Credits:		Projected Cumulative GPA 2.0 and/or Projected Completion Rate 67% (If no, complete sequential semester Custom Academic Plan)	Yes No	Yes No

CUSTOM ACADEMIC PLAN

Course Code	Credit Hours	Course Title	Target Grade	Target Completion
Total Credits:		Projected Cumulative GPA 2.0 and/or Projected Completion Rate 67%	Yes No	Yes No

Student Signature: _____ Date: _____

Student Success Coach Signature: _____ Date: _____

OFFICE USE ONLY:

Decision	
☐	Approved with Financial Aid
☐	Approved with NO Financial Aid
☐	Denied

Appeal decisions can take up to 21 days. Once a decision is finalized, students will be notified within 48 hours via student email and the Experience portal for FA seeking students. All students seeking clarification on decision may contact the Financial Aid Office.

Additional Information

All students are required to meet the following minimum academic progress requirements:

- *Maintaining a 2.0 cumulative grade point average (GPA)*
- *Completing 67% of the total attempted hours*
- *Complete your program **within** 150% timeframe*

Students facing extenuating/unforeseen circumstances and are currently on a suspension/termination status due to not meeting SAP requirements may appeal for reinstatement. However, circumstances related to the typical adjustment to college life such as working while attending school, normal pregnancy, financial issues related to paying bills, “not attending” for multiple terms, car maintenance/commuting to campus are not considered as extenuating for purposes of appealing suspension/ termination of financial aid.

Examples of mitigating circumstances are:

- Serious illness or injury to the student;
- Serious illness or injury of an immediate family member (parent, spouse, sibling, child, grandparent) that required extended recovery time, and you are the primary care giver (*must provide proof of relation*);
- Death of an immediate family member (*must provide proof of relation*);
- Significant trauma in student’s life that impaired the student’s emotional and/or physical health;
- Withdrawal due to military service

Examples of Supporting Documentation:

FAMILY CIRCUMSTANCES	MEDICAL CONCERNS	WORK CIRCUMSTANCES
Marriage Certificate Birth Certificate Divorce Papers Police Report/Court Documentation Copy of Plane Ticket	Copy of medical bills Statement from Doctor	Letter from Employer Unemployment Statement
DEATH	EMOTIONAL CONCERNS	ACCIDENTS
Death Certificate Obituary	Letter from Counselor/Therapist	Police Report Medical documentation Car repair bills

Appeals will not be granted for repeated circumstances. For example, an appeal can be granted due to a medical issue (back surgery) placing the student on probation or an academic plan. If the student is placed on suspension/termination again, the same medical issue (back surgery) cannot be used as the basis for your appeal. The latter appeal must be based on a reason different from the first appeal.