



**Office of Financial Aid**  
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## 2022-2023 Satisfactory Academic Progress Appeal Form

Students who have been placed on Financial Aid Suspension and are allowed to return academically, have the right to appeal their financial aid suspension in writing. If you wish to appeal your Financial Aid Suspension, please complete and sign the form below and return it to AMC's financial aid office.

### **STUDENT INFORMATION**

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

### **EXPLANATION OF CIRCUMSTANCES**

List the reasons why you did not meet the satisfactory academic policy for required GPA and/or number of credits attempted and passed. This can include extenuating circumstances such as illness, injury, death in the family, etc. Any medical verification, death certificate, or other documentation must be provided to support the circumstance. \_\_\_\_\_

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List the changes that you have made or will make in your life that will help you to be successful in the upcoming semester \_\_\_\_\_

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### **STUDENT CERTIFICATION**

(1) I hereby attest that all of the information provided on this form is true and accurate to the best of my knowledge; (2) that I have appropriately obtained all supporting documentation; (3) that I have read and understand the Satisfactory Academic Progress Policy on the back of this form; (3) I understand that submitting this appeal does not guarantee approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **GRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY**

### **Graduate Satisfactory Academic Progress Policy**

Federal regulations mandate that students who receive financial aid must meet certain qualitative and quantitative standards in order to continue being eligible to receive financial aid funds including student loans. **Academic progress is evaluated annually in June.** All degree-seeking graduate students who do not meet the requirements will be placed on financial aid suspension and will be ineligible for financial aid. Due to the learning challenges resulting from the COVID pandemic, enforcement of SAP for the 22-23 Academic place will be with the Spring 23 semester.

The quantitative standard requires all **graduate students to earn at least 67% of all the credits they have attempted measured at the end each academic year. For example, if a student attempts 18 credits (usually 6 classes), they must earn at least 12 of those credits. In other words, they must receive a passing grade for 4 of those classes.**

The qualitative standard is determined by the cumulative Grade Point Average (GPA), which is calculated by the Quality Point Average or QPA (please see Academic Policies and Procedures for more information on the QPA). **Anna Maria College requires all graduate students to maintain a 3.0 cumulative GPA by to retain their financial aid even if they are allowed to enroll in classes.**

### **SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID SUSPENSION**

Students who fail to meet either the quantitative or qualitative requirements will have their Federal and State financial aid eligibility suspended until they either meet both the requirements or have an appeal approved.

### **REGAINING FINANCIAL AID ELIGIBILITY**

All students who have their financial aid eligibility suspended will have their academic record reviewed at the end of each semester including Summer. If they meet both the quantitative and qualitative requirements they will have their Federal and State financial aid eligibility restored.

### **APPEALS**

Students who have been placed on Financial Aid Suspension have the right to appeal their suspension in writing by the deadline specified in your notification letter. The appeal should be submitted to the Financial Aid Office and should state include mitigating circumstances, if any, were present that caused the student's cumulative GPA to fall below 3.0 or kept them from

earning the required number of credits. Examples of mitigating circumstances which will be considered include illness, injury, and death in the family.

### **FINANCIAL AID PROBATION**

If a student's appeal is approved, they will be placed on Financial Aid Probation aid will be reinstated for one semester. At the end of that semester the student's cumulative GPA and number of credits earned will be reevaluated.

Sometimes students need more than one semester to recover academically after being put on Financial Aid Suspension. If a student has not made the required cumulative GPA or has not earned the required number of credits and goes on suspension again, then the student may appeal again. Appeals in this circumstance will only be considered, if there has been academic progress made during the probationary semester.

### **OTHER ACADEMIC ELEMENTS**

Certain elements affect the academic progress evaluation, specifically:

Withdrawals are not factored into the cumulative GPA, but *are* counted toward the number of credits attempted.

Incompletes do not affect either the qualitative or quantitative measurements, until the student either completes the coursework and earns a grade or doesn't complete the coursework and gets an F. Incompletes stand until the fourth week of the following semester, at which point a student with Incompletes will be reevaluated for SAP.

Repeated courses remain on the student's record. If a student fails a course and then repeats it, the grades for both are factored into the GPA and all of the credits attempted are counted as well.

Transfer credits are NOT included in determining the cumulative GPA, but *are* counted toward the number of credits earned.

Change in program affects Satisfactory Academic Progress. Classes from the previous program count toward the new program for both cumulative GPA and number of credits earned. Classes from the previous program that do not count toward the new program will not be counted.

Withdrawal from Anna Maria for a period of time and then returning is not sufficient to regain financial aid. The student has to make Satisfactory Academic Progress before he or she can regain eligibility for financial aid. An appeal can be made if there were or are extenuating circumstances. For example, if a student attended another college in his or her time away from Anna Maria and has made SAP at that other college, then the student can appeal the Financial Aid Suspension.