



EAST STROUDSBURG UNIVERSITY

Satisfactory Academic Progress Appeal Form 2023-2024

Name: _____ Student ID: _____ Cell Phone # _____

Classification (Circle One): Undergraduate / Graduate

The Federal Government requires students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree.

ESU evaluates its students for SAP at the end of each spring semester. Students not meeting SAP standards are not eligible to receive Title IV financial aid from federal sources.

However, students may appeal this status if there were extenuating circumstances that interfered with their ability to meet SAP standards.

Please note that submission of this form does NOT guarantee an adjustment to your aid.

Please explain why you were previously unable to meet Satisfactory Academic Progress requirements. Be specific as to what factors caused your academic difficulties. Reasons for a review of your record may include extenuating circumstances such as: medical issues, death in the family, or other family crisis. You must submit documentation to support your particular situation (i.e. hospital bills, letter from doctor, obituary, etc.). Also, moving forward, indicate how you will improve your academic performance. Outline the changes you might have made in your personal, social, or economic situation that will allow you to improve your future academic success. If more space is necessary than what is provided here, please include your personal statement on a separate attached page.

Certificate of Information:

- I certify that the information I have provided is true and complete to the best of my knowledge.
- I understand that giving misleading information or forged documentation will be reported for appropriate disciplinary action.
- I understand if I receive any federal student aid based on false information it will be rescinded and I will have to repay all federal aid awarded.
- Furthermore, I understand additional information may be requested by the Financial Aid Office to further support my appeal.
- I have read and understand ESU's Satisfactory Progress Policy.



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Satisfactory Academic Progress Plan

ESU Students failing to maintain satisfactory academic progress (SAP) toward their degree must complete the below academic plan with their Student Success Coach as part of the SAP appeal. Appeals submitted without a completed, signed academic plan will not be considered. Appeals must be signed by the student, the student success coach and the student's academic advisor or program chair.

Progress will be reviewed at the end of each term. The financial aid office will confirm that the student has successfully followed the below plan and that the student is making progress toward their degree. Students not following the academic plan successfully will be placed in SAP Denial and must submit a new SAP Appeal (including a new SAP Academic Plan) to receive aid in the future. The review of the student's academic plan will continue until the student is again meeting SAP standards or graduates from ESU.

Students appealing for an SAP exception due to exceeding maximum time frame are unable to rehabilitate their SAP status and must follow their academic plan precisely. Aid will only be granted for classes listed on the academic plan. If a student opts to take a class not on their academic plan there is no federal aid for the class.

Student must meet **all** of the following to be granted an additional semester of financial aid (**Conditions of successful progress of SAP Academic Plan**)

- a. Take **all** courses listed on academic plan
- b. Earn minimum 2.5 GPA (undergraduate) or 3.0 (graduates)
- c. Do not drop or withdraw from any courses listed on academic plan
- d. Pass all courses listed on your academic plan - no 'F' or 'I' grades.

_____ I understand and am committed to the plan I have created below with my success coach. I will follow the plan to meet SAP standards.

_____ Number of hours taken previously that do not count toward the student's degree objective.

Degree Objective: _____

Projected Graduation Date: _____

Student Signature: _____

Date: _____

Success Coach Signature: _____

Additional advisor recommendations or comments:

Advisor Signature: _____

Date: _____

Advisor: Make one copy of the worksheets for the student and one copy to maintain in your advising record.

Student: Maintain a copy of your worksheets for your records.

SEMESTER 1: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	Credits	Reason for Taking the Course Example – degree requirement, repeat for a better grade, prerequisite course	
		Goal Term GPA	
		Goal Term Pace Rate (earned credits/attempted credits)	100%
		Cumulative GPA Projected	

SEMESTER 2: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	Credits	Reason for Taking the Course Example – degree requirement, repeat for a better grade, prerequisite course	
		Goal Term GPA	
		Goal Term Pace Rate (earned credits/attempted credits)	100%
		Cumulative GPA Projected	

SEMESTER 3: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	Credits	Reason for Taking the Course Example – degree requirement, repeat for a better grade, prerequisite course	
		Goal Term GPA	
		Goal Term Pace Rate (earned credits/attempted credits)	100%
		Cumulative GPA Projected	

SEMESTER 4: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	Credits	Reason for Taking the Course Example – degree requirement, repeat for a better grade, prerequisite course	
		Goal Term GPA	
		Goal Term Pace Rate (earned credits/attempted credits)	100%
		Cumulative GPA Projected	

SAP Committee Comments & Decision:

SAP Committee Representative Signature: _____ SAP Decision DATE: _____