

# Satisfactory Academic Progress (SAP) Academic Probation Appeal Form

Satisfactory academic progress requires a minimum of a 2.0 cumulative GPA and a minimum of a 67% cumulative pace rate (as limited by program length). Students who do not achieve satisfactory academic progress will be placed on **Academic Probation (AP)** status. Please refer to the Catalog/Student Handbook on My.Dunwoody for additional information.

## Section A. Student Information

First	Middle	Last
Date of Birth (mm/dd/yyyy)	Program	Current Enrollment Status (enrolled or re-admit)
ID Number	GPA	Pace Rate

## Section B. Explain your circumstances

Explain in specific detail your situation and reason(s) for not meeting the SAP standards:

Explain in specific detail how you have resolved your situation and how you plan to improve your progress to meet SAP standards:

**SECTIONS C, D, E & G TO BE COMPLETED BY THE APPROPRIATE DEPARTMENTS**

## Section C. Program Manager/Dean's Comments

Student must increase cumulative GPA to at least 2.0 and/or increase Pace Rate to at least 67%. Explain in further detail the requirements the student must fulfill in order to address the issues from Section B.

## Section D. Financial Aid (FA) Eligibility

Student is required to meet with a Financial Aid Counselor to discuss compliance with federal aid rules and regulations while being on academic probation.

Financial Aid Counselor comments regarding FA eligibility:

## Section E. Dean of Students' Comments

Comments and any additional requirements for the student:

Appeal Approved

Appeal Denied

## Section F. Student Acknowledgment

If my appeal is **DENIED**, by signing below I understand that decisions are processed on a case-by-case basis. I also understand that the decision of the appeal is final.

If my appeal is **APPROVED**, by signing below I recognize that I am expected to make academic progress as noted in this appeal form within the academic year/term for which the appeal has been approved.

I understand that if I do not meet these requirements, I may be ineligible to receive financial aid until I meet the satisfactory academic progress standards.

Student Signature:

Date:

## Section G. Required Administrative Signatures

Program Manager/Dean Signature:

Date:

Financial Aid Signature:

Date:

Associate Dean of Students Signature:

Date:

Dean of Students Signature:

Date:

Internal Office Use Only: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_