

Guide to Satisfactory Academic Progress for the Academic Advisor

- Make sure the student has completed his or her portion of the Max Time Frame worksheet form appropriately.
- List the number of hours you have reasonably determined the student will need to enroll for each of his or her remaining semesters.
 - The student is responsible for informing the Student Financial Aid Office if he or she varies from the enrollment plan you have outlined.
 - If you estimate the student could enroll in a range number of hours (6-9 hours for spring, for example), please use the higher number. For Max Time Frame it is ok for the student to be under hours, but not over.
- Remind the student he or she should see both the academic advisor and the Student Financial Aid Office if contemplating dropping a course.
- If the student is asking you to provide a letter of general support please remember:
 - To read the student's statement of appeal carefully. If the student has not demonstrated adequate explanation of their reason(s) for not meeting SAP and what changes they have or will implement to return to good standing, encourage the student to revise the statement. **Statements of good intentions and aspirations alone are not sufficient.**
 - List your reasons for support. For example, the student has gone through some personal/family challenges but with appropriate use of campus resources can be academically successful (REACH, Counseling Center, etc); student took insufficient credits in past semesters making it impossible to return to good standing; student can mathematically and reasonably expect to return to good standing with proper use of grade replacements, Academic Bankruptcy or Fresh Start.
 - Identify the needs of the student and assist them in strategizing the specific steps the student will take to help him or her to return to good standing. Possible resources could include the math lab, writing center, REACH services, regular meetings with academic advisor, etc.; and confirm when you met with the student to discuss.
- **You are not obligated to support the appeal if the student is unable or unwilling to comply with recommendation for returning to good standing.**
- Students who have an approved appeal are sent an email with specific requirements for earning hours or minimum GPA in order to retain financial aid eligibility.
 - These requirements may include not withdrawing from courses.
 - If a student fails to meet the requirements of the approved appeal he or she will fail SAP again. The notification sent regarding failed SAP will include information to submit a new appeal.

- The following are examples of reasons that are NOT considered extenuating circumstances or hardship for SAP appeal:
 - Time management, study skills/habits
 - Working too many hours
 - Lack of awareness about campus resources for students: Writing Center, Math Lab, REACH, Disability Resource Center, etc.
 - Difficult freshman transition
 - First generation college student

Circumstances	Acceptable Documentation
Your own illness, injury, hospitalization, or disability	Written documentation from a healthcare provider on letterhead detailing: <ul style="list-style-type: none"> • Approximate date of onset and duration of the illness, injury, or disability • The healthcare provider's release to return to school • Any additional details the physician feels necessary for the Student Financial Aid Office to know in consideration of the appeal, with the your permission
Illness, accident, or injury of a significant person in your life such as a parent or grandparent	Provide documentation (i.e., physician's statement, police report, or documentation from a third party professional) relating to the individual for whom you provided care or support
Death of a family member or significant person is your life such as a parent, grandparent or longtime friend	Provide a copy of the obituary listing you as a family member;
Your own divorce or separation or the divorce or separation of your parent(s)	Provide an attorney's letter on letterhead, petition for dissolution, or copy of divorce decree
Victimization of a violent crime or natural disaster	Provide a written statement on letterhead from a professional involved in the situation and/or other documentation such as police reports, insurance claims, etc.
Maximum time frame exceeded as a result of changing majors or transfer credits	<ul style="list-style-type: none"> • Appeal letter must explain the extenuating circumstance causing you to not yet complete your program • The completed Maximum Time Frame worksheet must be submitted • Additional documentation as required
Maximum time frame exceeded as a result of pursuing a second degree or working on a dual degree program	<ul style="list-style-type: none"> • Appeal letter must explain the extenuating circumstance which led you to pursue a second or dual degree • The completed Maximum Time Frame worksheet must be submitted • Additional documentation as required
Other unforeseen circumstance beyond your control	Appeal letter must clearly state how the situation was unforeseen and your control; provide supporting documentation that verifies the circumstances described in the appeal letter

