



MILES COLLEGE
OFFICE OF STUDENT FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

SAP APPEAL INSTRUCTIONS

- A.** Complete a **SAP Appeal form** to appeal the suspension decision of your financial aid.
- B.** Write a **detailed letter explaining the following four things:**
- (1) The circumstances that prevented you from maintaining Satisfactory Academic Progress,
 - (2) The specific semesters that you experienced academic problems and withdrawals,
 - (3) How your circumstances have improved so that you may now can be academically successful, and
 - (4) What corrective action has taken place or will take place to correct the past deficiencies.
- C.** Gather the appropriate documentation that supports the situation/circumstance described in your letter. **All documents are the property of the Appeals committee and will not be returned. KEEP A COPY OF FOR YOUR RECORDS.**
- D.** Apply for financial aid using the **FAFSA at least two weeks before the Appeal Deadline** via www.fafsa.ed.gov. Miles College School Code **001028**.
- E.** **Complete and submit SAP Appeal requirements by the Appeal Deadline to the Office of Financial Aid in person, by fax, email, or mail. Incomplete packets will not be reviewed by the Appeal Committee and may receive an Automatic Denial.**

Semester of Enrollment	SAP Appeal Priority Deadline
Fall 2017	Friday, June 30, 2017
Spring 2018	Friday, November 3, 2017
Summer 2018	Friday, March 2, 2018

SAP STUDENT INFORMATION- PRINT LEGIBLY

Name: _____ Student Number _____

Mailing Address: _____

City _____ State _____ Zip _____

Email: _____ Cell Number _____

Major: _____ Planned Semester of Enrollment: FALL ___ SPRING ___ SUMMER ___

Have you previously submitted a SAP Appeal? YES NO

SAP APPEAL REINSTATEMENT REQUEST TYPE

- Below please check which situation contributed to your failure to maintain satisfactory academic progress:
- Medical:** Personal medical problem requiring extensive follow up or care or accident/injury requiring hospitalization and recovery. Attach documentation from a medical professional.
- Death/Illness:** Death or illness of an immediate family member. Attach medical records, death certificates, obituary, etc.
- Legal Problems:** Personal legal problems. Attach documentation from a legal professional.
- Catastrophic Event:** Fire, Tornado, Flood, etc. Attach documentation from a disaster relief professional.
- Military Service:** Call to Military Active Duty with short response time. Attach Military documentation.
- Second Degree, Double Major, or Change of Major:** Attempted more than 150% credit hours due to working on a second degree, double major, or changed major. Attach Department Head's signed audited degree plan indicating how many hours and/or terms are required for graduation.
- Other Circumstances:** Circumstances beyond your control that occurred during the term for which you lost eligibility. Clearly state the circumstance (not listed above) in your appeal letter and provide appropriate documentation.

SAP APPEAL RESULTS & STUDENT ACKNOWLEDGMENTS

- If my appeal is **DENIED**, by signing below I understand that decisions are processed on a case-by-case basis and the committee may deny any SAP appeal. I also understand that the decision of the Appeal Committee is final.
- If my appeal is **APPROVED**, by signing below I understand that I am expected to make academic progress as detailed herein during the **Probationary** period for which the appeal has been approved including:
 - Complete and sign an Academic Success Plan with the SAP Coordinator
 - Enroll in at least 6 credit hours as prescribed by the Academic Success Plan
 - Maintain enrollment in all courses- Do Not withdraw, drop, or receive an incomplete grade
 - Meet with the SAP Advisor for advisement as scheduled
 - Earn a minimum GPA of 2.0 = "C" average during the probationary term
- I understand that the Financial Aid Office will evaluate my academic progress periodically to determine if I can continue to receive Federal/State Financial Aid.
- I understand that if I do not meet these requirements that my financial aid eligibility will be terminated and I will have to use my own resources to pay my student bill until I meet the satisfactory academic progress standards.

Signature: _____ Date: _____

SAP APPEAL DOCUMENT SUBMISSION

Submit SAP Appeal completed documents to the Office of Student Financial Aid by hand delivery to Brown Hall 1st Floor, by Fax 205-929-1668, by Email finaid@miles.edu, or by Mail to

Miles College
Office of Student Financial Aid
P.O. Box 39800
Birmingham, AL 35208

SAP GUIDELINES

- **Federal Title IV Student Financial Aid recipients must maintain Satisfactory Academic Progress (SAP)** as regulated by federal guidelines. Review the SAP Policy and Appeal Process outlined at www.miles.edu via **STUDENTS-FINANCIAL AID-SAP**.
 - SAP evaluations measure cumulative GPA, credit hours attempted/ earned, and maximum time frame. It is the **STUDENT'S** responsibility to stay informed of the SAP standards and to monitor his/her own progress.
 - All credit hours attempted each academic term are counted in **SAP evaluations which are performed at the end of each academic year**.
 - **Students who fail to make SAP are placed on financial aid suspension. Students who are academically suspended or disciplinarily dismissed from the College are also placed on financial aid suspension.** These students are notified by the financial aid office by email, mail, and/or through the "Bear's Den."
 - Students not meeting SAP requirements and/or those who have regained academic and admission reinstatement may be given the option to appeal their financial aid suspension.
 - Reinstatement of aid is not automatic. **An Appeal to the Financial Aid Appeals Committee must be made in writing following the directions for Appeal Submission.**
 - Submission of a SAP appeal does not guarantee reinstatement of financial aid eligibility. Students who appeal will be notified of the Financial Aid Appeal Committee results within 30 days of the stated SAP Appeal deadline for the Planned Semester of Enrollment.
 - **Note: Circumstances related to the typical adjustment to college life such as first-time away from home, academic transition from high school to college, working while attending school, child rearing, financial issues related to paying bills, or car maintenance/travel to campus are not considered as extenuating for purposes of appealing suspension of financial aid.**
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EVALUATION OF THE MEASUREMENT OF SATISFACTORY ACADEMIC PROGRESS

Financial Aid recipients must maintain Satisfactory Academic Progress (SAP) as one of the criteria for receiving Title IV Federal Financial Aid. The requirements for making (SAP) are as follows:

Quantitative Standard = the amount of work students are required to complete=**67% of attempted hours**

Attempted hours include incompletes, withdrawals, repeated courses, remedial/developmental courses, transfer courses, & passed courses.

Qualitative Standard = the grade point average (GPA) students are required to maintain

Hours Attempted	Required GPA
1-29	1.60
30-59	1.80
60-above	2.00

In addition to the cumulative grade point average and the 67% of attempted credit hour completion requirements, a full-time or part-time **student must have earned the GPA which is consistent with the graduation requirement of a 2.0 or "C" average by the end of the second year of enrollment, without regards to the number of hours attempted or earned.** All transfer and re-admitted students must meet the minimum GPA standard as well as complete the percentage of work required to be eligible for Title IV Federal financial aid.

Length of Time/Time Limit

Students are allowed **150% or 1.5%** of the published College Catalog number of hours required to complete the academic program of study. **Example:** If an academic program or major requires 120 hours to complete the degree, the maximum time frame established by Miles College for the student to complete the program and remain eligible for Title IV Federal financial aid cannot exceed 180 attempted credit hours.
