



2019-2020

Satisfactory Academic Progress Appeal

Satisfactory **A**cademic **P**rogress:

Satisfactory Academic Progress (SAP) at the University of Rio Grande measures a student's performance in the following three areas: completion percentage, cumulative grade point average (GPA), and maximum time frame (MTF).

Completion Rate

At the completion of fall and spring semester, a student's academic progress will be measured by comparing the number of all attempted hours with the credit hours earned. Attempted hours include any course for which the student remained enrolled beyond the add/drop period. Earned credit hours are those courses in which a grade of A, B, C, D, or S was received. In addition, the SAP policy takes into consideration both Rio Grande coursework and transfer credits from other educational institutions. Incomplete or repeated courses at Rio Grande are considered in the calculation of attempted hours.

Cumulative GPA

All students are required to have a minimum of a 2.00 cumulative grade point average to graduate from Rio Grande.

The following table illustrates the Standards of Academic Progress Policy:

Total Credit Hours Attempted:	Cumulative GPA Required:	Minimum Completion Percentage Required:
1-15	1.50	65%
16-31	1.80	65%
32-52	1.90	70%
53-Graduation	2.00	70%

If you have been placed on Financial Aid Suspension for violation of the SAP policy's completion rate and/or cumulative GPA requirements (review above), then your academic progress does not meet the level necessary to receive student financial aid. However, you have the right to appeal your status. This appeal is subject to approval by the Director of Financial Aid. Complete both sides of this form and submit the SAP Appeal and the accompanying documentation along with a corrective action plan to meet SAP to the Student Financial Aid office for review. Submission of the SAP appeal does not ensure approval.

By signing this I certify that the information provided on this form and all accompanying documentation is true and correct to the best of my knowledge.

Student's Signature: _____ Date: _____

University of Rio Grande/Rio Grande Community College

PO Box 500
Rio Grande, OH 45674-0500

Financial Aid Office

Phone: **740-245-7218**
Fax: **740-245-7102**

Email: finaid@rio.edu



Visit: www.rio.edu for more information



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Student Name: _____ Social Security Number: _____
Student's ID Number: _____ Email: _____
Student's Mailing Address: _____

What semester are you wishing to return to URG?
FALL _____ SPRING _____ SUMMER _____

Appeal requests are due in the Financial Aid Office with all documentation 2 weeks prior to the beginning of the term. Requests received after this date will be reviewed for the next upcoming term.

Check the reason(s) for your appeal and submit this form along with your personal statement to the Student Financial Aid Office with the required documentation. The following reasons require appropriate documentation (appeals will be denied if documentation is not included).

- Personal illness or injury: Written statement from your physician or attending professional citing the illness or injury and its probable effect upon your academic performance. Statement should also include the release date to return or resume coursework. **Include date of onset and length of time of your illness or injury.**
- Death of an immediate family member: Provide either an obituary, death certificate, or letter from a professional (lawyer, doctor, minister) which states the **date of the death** and the individual's relationship to you.
- Student absent from university at least 2 consecutive years: 1) Written documentation supporting your circumstances from a counselor, tutor, professor or academic advisor who is familiar with your circumstances. **Documentation must state the date(s) during which these circumstances occurred** and their probable effect on your academic performance. 2) Documentation verifying that the time away from the University was spent in pursuit of activities that should allow you to succeed academically.
- Other Extreme Circumstance: 1) A personal letter outlining circumstances regarding situation; 2) Include documentation to support your claim.

✓ I further understand that if my appeal is granted, I will be placed on a Probation Eligibility status, which allows me to receive all federal financial aid for which I am eligible; I am not eligible to receive institutional financial aid while on Probation status. At the end of each semester my progress will be evaluated to ensure that I have met the conditions of eligibility for the semester; dropped courses, failing grades and incompletes will result in an automatic revoking of my conditional status, and I will return to Financial Aid Suspension.

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