

**CAMBRIDGE COLLEGE
SATISFACTORY ACADEMIC PROGRESS (SAP)**

APPEAL FORM

Student: If you are a Financial Aid recipient, you must use this appeal form if you wish to request an appeal to the College's policy on Satisfactory Academic Progress (SAP). If you are not using Financial Aid to cover tuition costs, the form should be submitted to the Program Academic Dean. You must complete Part I and submit this appeal and all supporting documentation to the Financial Aid Office. If you have questions about completing the information, please call our office at 617-868-1000 and speak with the Director of Financial Aid or stop by the Financial Aid Office between 9:00 a.m. and 5:00 p.m., Monday through Friday to schedule an appointment with the Director of Financial Aid.

Student's Name (Last, First, M.I.)

Student's Social Security Number

Current Mailing Address

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Current Phone Number

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PART I: STUDENT'S LETTER OR APPEAL

You must attach a letter to this form explaining your appeal. If your appeal is due to your lack of academic progress in the past; it is important that you explain your past circumstances in detail. If your SAP problem developed over the course of several semesters you must explain the circumstances for each semester. It is also critical that you explain what changes you have made to ensure your academic success should your appeal be approved. If you have any supporting documents please attach them to this form. (See reverse side for Part II.)

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FINANCIAL AID OFFICE USE ONLY DATE / / F.A. Dir. _____

Appeal Approved

Appeal Denied

Partial Approval

Comments: _____

Part II: ACADEMIC INFORMATION SHEET

To be completed after Part I

Student's Name _____

Social Security # _____

Student: Before a decision can be made concerning your Satisfactory Academic Progress appeal, we must ask you to submit a current academic plan to the Dean's office so that we know how many credits you will be taking each semester and when you will graduate. Your academic plan must be signed off below by your academic advisor. Please be advised that if your appeal is approved you will be expected to meet the enrollment goals you set for each semester. We encourage you to be realistic when planning the number of credits in which you will enroll each semester.

Academic Advisor: The student whose name appears on this form is currently pursuing an appeal with the Cambridge College Financial Aid Office and/or the Academic Dean regarding his or her Satisfactory Academic Progress (SAP) status. Before we can review this appeal, we need the following information from you: **Complete academic progress summary report** (see example below). You may either instruct the student to return this form to our office or you may send it to us via inter-office mail.

Academic Progress Summary Report

Student's current major and degree objective: _____

Anticipated graduation date: _____

Has student been admitted to major? yes no

If no, when will student be admitted? _____

Total number of credits required for this degree objective: _____

Number of credits already completed that apply to this Degree (including transfer credits) _____

Number of credits still needed to complete the degree _____

Tentative schedule for remaining course work

Please indicate the number of credits in which the student will enroll each semester and general nature of the courses. Please encourage the student to be realistic when planning the number of credits in which he/she will enroll each semester. Students will be expected to meet the enrollment goals set for every semester.

Example: Fall 2003
6 credits required courses
3 credits electives

Comments

Please attach information you have of any special circumstances affecting this student's academic progress, as well as any past or present recommendations by your office regarding the student's progress.

Advisor's Signature: _____ Date: _____

Advisor's name: _____
(please print)