CHAMPLAIN COLLEGE

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www.champlain.edu

FINANCIAL AID ACADEMIC PLANNING WORKSHEET FOR APPEAL OF FEDERAL SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

This form is required for students who have been notified by the Office of Financial Aid that they are not meeting the Satisfactory Academic Progress requirements for federal financial aid and wish to appeal the loss of their financial aid. This form must be completed by the Advising and Registration Center (ARC) and submitted to the Office of Financial Aid along with the Financial Aid Satisfactory Academic Progress Appeal form.

Student's Name: _____ Student's ID#: _____ Today's Date: _____

Anticipated Graduation: _____ Advisor Name: _____

1. I support allowing the student an additional term or terms of aid eligibility contingent on successfully adhering to the following Academic Plan. Please indicate educational resources the student will be expected to utilize. Please indicate if the student has or plans to change major.

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2. For a single term plan, a term GPA of _____ is needed to meet the Satisfactory Academic Progress requirements.
For a multiple term plan, satisfactory progress will be defined as a term by term GPA of _____ or greater. This will allow the student to meet Satisfactory Academic Progress requirements by the end of _____ (Fall, Spring, or Summer) term of _____ (Academic Year).

Note: Advisors should set term by term expectations that, with the use of appropriate resources, are reasonable given the student's performance to date. (i.e. it is unreasonable to expect or project a term GPA of 4.0 for students with a history of academic difficulty)

The Satisfactory Academic Progress standards are outlined in the Champlain College Student Handbook, Financial Aid, at www.champlain.edu. The standards are: undergraduate students must maintain a 2.0 GPA; graduate students must maintain a 3.0 GPA (qualitative standard) and both undergraduate and graduate students must successfully complete 70 percent of all credits attempted (quantitative standard).

Student's Name: _____ Student's ID#: _____ Today's Date: _____

3. Please list below the student's program-required but not yet completed coursework/credits. Include current term enrollment and all future terms, until the student is again meeting Satisfactory Academic Progress.

Only report specific courses if student is on Suspension for Maximum Time Frame 150%. Students who have reached 150% of the maximum time limit allowed within their program are no longer eligible for federal or institutional aid based on financial aid satisfactory academic progress criteria. Example: Bachelor degree requires 120 credits, student would reach 150% maximum time limit at 180 credits.

If student is not on Suspension for Maximum time frame you can just list the number of credits per semester.

Term: _____ Year: _____	**Term: _____ Year: _____**	**Term: _____ Year: _____**
Courses **Credits**	**Courses** **Credits**	**Courses** **Credits**
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
Total Credits ____	Total Credits ____	Total Credits ____
From Calculation Spreadsheet:	*From Calculation Spreadsheet:*	*From Calculation Spreadsheet:*
Total credits Attempted _____	*Total credits Attempted* _____	*Total credits Attempted* _____
Minimum Completion % _____	*Minimum Completion %* _____	*Minimum Completion %* _____
Completed Credits _____	*Completed Credits* _____	*Completed Credits* _____
Minimum GPA _____	*Minimum GPA* _____	*Minimum GPA* _____
Term: _____ Year: _____	**Term: _____ Year: _____**	**Term: _____ Year: _____**
Courses **Credits**	**Courses** **Credits**	**Courses** **Credits**
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
_____ ____	_____ ____	_____ ____
Total Credits ____	Total Credits ____	Total Credits ____
From Calculation Spreadsheet:	*From Calculation Spreadsheet:*	*From Calculation Spreadsheet:*
Total credits Attempted _____	*Total credits Attempted* _____	*Total credits Attempted* _____
Minimum Completion % _____	*Minimum Completion %* _____	*Minimum Completion %* _____
Completed Credits _____	*Completed Credits* _____	*Completed Credits* _____
Minimum GPA _____	*Minimum GPA* _____	*Minimum GPA* _____

The student must keep a copy of this completed form because it will need to be reviewed with advisor each term until the student is meeting Satisfactory Academic Progress requirements again.

Signature of academic advisor: _____ Date: _____

Student Signature: _____ Date: _____

Important information regarding the appeal process:

If your appeal is approved, you will be placed on financial aid probation for the next term of your enrollment. During probation, you must meet satisfactory academic progress requirements and/or the conditions of your academic plan.

Notification of the appeal decision will be sent via email to your Champlain College "mymail.champlaincollege.edu" address, and to the address listed on the Financial Aid Satisfactory Academic Progress Appeal form.

You will receive notification and instructions after your appeal is reviewed and processed within approximately 7-10 business days of receipt of this form.

Return completed form to:

Champlain College, SAP Appeals - Financial Aid Office, 163 South Willard St. PO BOX 670 Burlington VT 05402
Fax: (802) 860-2775
Email: finaid@champlain.edu