



Eastern University Financial Aid Office Satisfactory Academic Progress Appeal Form

The Financial Aid Office will notify students who are not meeting the requirements of Satisfactory Academic Progress (SAP) policy. The policy has three components: first, the students are required to maintain a specified cumulative GPA; second, they must complete a specified percentage of all courses attempted; and third, they cannot exceed the 150% maximum timeframe allowed. Students who do not meet SAP requirements are eligible to submit an appeal if extenuating circumstances prohibited the student from meeting academic progress requirements.

There are two required items for this appeal.

- A completed appeal form.** Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances, how your circumstances have improved, and what steps you are taking to meet the SAP Requirements in future semesters. All answers must be comprehensive.
- Proof from a disinterested third party that the event you describe occurred.** (For example: Copies of medical bills, letter from doctor, police report, etc.) *NOTE: A letter from a friend or family member is not acceptable.*

Upon receipt of these documents, the Financial Aid Office will notify the student of the appeal results, and if approved, the conditions for receiving financial aid in the future.

Student Information

Student's Name: _____ Eastern ID#: _____

Phone: _____ Email: _____

Program Information:

- College of Arts & Sciences (*traditional undergraduate*)
- Campolo College of Graduate & Professional Studies, also please specify:
 Undergraduate Graduate Doctoral
- Palmer Theological Seminary
- Esperanza College

Reasons for not making Satisfactory Academic Progress (SAP)

I am not meeting SAP requirements due to:

- Minimum GPA required Completion Percentage Maximum Timeframe

Is this your first time not meeting SAP requirements? Yes No

What circumstances occurred that prevented you from meeting SAP requirements? _____

If your SAP appeal is approved, what is your plan moving forward to ensure that you meet SAP requirements in your next semester? _____

Student's Signature

Date

Please return completed form to: Financial Aid Office
Eastern University
1300 Eagle Road
St. Davids, PA 19087

Phone: 610-225-5102
Fax: 610-225-5651
Email: finaid@eastern.edu

Attention Students!!
You have the option of taking coursework during the summer, which could possibly help you meet the requirements for SAP. If you are interested in taking coursework over the summer, whether at a local college or online here at Eastern University, please speak with your Academic Advisor & the Registrar to make sure that coursework is approved and can be transferred toward your degree.

PLEASE NOTE THAT INCOMPLETE APPEALS WILL NOT BE REVIEWED.
ITEMS NEEDED ARE:

- Completed and Signed Appeal Form
- Third-party proof of extenuating circumstances