



**MERRIMACK  
COLLEGE**

**Office of Financial Aid**

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**2018-2019 Satisfactory Academic Progress Appeal Form – Undergraduate Students**

Student Name: \_\_\_\_\_ Merrimack ID Number: \_\_\_\_\_

**Satisfactory Academic Progress (SAP) Requirements**

- Minimum cumulative grade point average (GPA) of 1.6 for undergraduates after their first academic year
- Minimum cumulative grade point average (GPA) of 2.0 for undergraduates after their second academic year
- Minimum completion rate of 67% (total earned credits divided by total attempted credits)
- Maximum time frame cannot exceed 150% of published length of program

Students not making Satisfactory Academic Progress, who are not eligible to receive federal financial aid, may appeal for consideration of reinstatement when extenuating circumstances exist. Supporting documentation is required. Appeals are reviewed by representatives of the Office of Financial Aid and students will be notified of the outcome.

**The Student Must:**

Attach to this form, a typed personal statement addressing the following:

- 1. Describe the reasons and circumstances why you have not met the above requirements for satisfactory academic progress.**
- 2. Explain how your circumstances have changed and will now allow you to meet the satisfactory academic progress standards if your financial aid is extended. Include resources you intend to use to assist you in becoming successful.**

Your statement should include any relevant factors such as illness or life circumstances, and your perspective on what led to this academic difficulty.

Submit third-party documentation supporting your appeal, if appropriate.

Contact The Academic Success Center at 978-837-5278 for an appointment with an Academic Success Coach to develop an academic plan. **Please be sure to bring your SAP letter and one (or both, if applicable) academic plan forms to your meeting.**

**The Academic Success Coach Must:**

- Complete *Academic Success Coach & Student Academic Plan* contained within this document.

**IMPORTANT: Incomplete appeals will not be considered. This appeal is for financial aid purposes only and is separate from any academic appeal procedures. The student will return the completed appeal form with documentation to the Office of Financial Aid in Austin Hall.**

**Deadline for submission to the Office of Financial Aid: August 24, 2018**

*I understand this appeal is subject to review by the Office of Financial Aid and approval or denial of this request will be based on information contained in this appeal as well as a review of my academic record. I certify the information provided is true and complete.*

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Student Signature
Date

# Merrimack College

## 2018-2019 Academic Success Coach & Student Qualitative (GPA) Academic Plan Deadline for submission to Office of Financial Aid: August 24, 2018

This form must be used to support a student's Qualitative Satisfactory Academic Progress (SAP) Appeal for the consideration of reinstatement of financial aid, and is separate from any academic appeal procedures.

**To be completed by the student:**

Student Name (print): \_\_\_\_\_ Merrimack ID: \_\_\_\_\_

**Note: Bring your SAP letter received from the Office of Financial Aid to your academic appointment.**

**To be completed by Academic Success Coach:**

In order for the student to continue receiving federal financial aid, SAP requirements must be met. For qualitative purposes, SAP requires a cumulative Grade Point Average (GPA), 1.6 (Undergrad after first academic year), 2.0 (Undergrad after second academic year) and 3.0 (Grad).

Please check **one** of the following:

- Student will be able to meet Satisfactory Academic Progress (SAP) GPA by the end of the next term of enrollment.  
 Number of credits student needs to take in order to meet the GPA SAP requirement \_\_\_\_\_  
 ...and  
 GPA needed to meet SAP within 1 term \_\_\_\_\_

**OR:**

- Student will need more than 1 term to reach minimum SAP standards. Number of terms needed is \_\_\_\_\_ and a benchmark GPA of \_\_\_\_\_ each term needed for student to achieve SAP by (month/year) \_\_\_\_\_ semester.

**Please list the courses in which the student plans to enroll for this academic year:**

<b>Summer 2018</b> Course Name/ Credit Hours	<b>Fall 2018</b> Course Name/ Credit Hours	<b>Spring 2019</b> (Estimate credits if courses are not known, by assuming the same number of credits will be taken as was in prior semester) Course Name/Credit Hours

**ACADEMIC SUCCESS COACH STATEMENT:**

The student has met with me and understands the importance of completing all attempted credit hours and that all incomplete grades must be resolved by the end of the term. By signing this form, I am indicating that I have explained the terms of the academic plan to the student and feel confident that the student is capable of achieving the goals set forth.

\_\_\_\_\_  
 Academic Success Coach Signature                      Printed Name                      Date

\_\_\_\_\_  
 Student Signature                      Date

# Merrimack College

## 2018-2019 Academic Success Coach & Student Quantitative Academic Plan Deadline for submission to Office of Financial Aid: August 24, 2018

This form must be used to support a student's Quantitative Satisfactory Academic Progress (SAP) Appeal for the consideration of reinstatement of financial aid, and is separate from any academic appeal procedures.

**To be completed by the student:**

Student Name (print): \_\_\_\_\_ Merrimack ID: \_\_\_\_\_

**Note: Bring your SAP letter received from the Office of Financial Aid to your academic appointment.**

**Completion Rate – what does it mean?**

All financial aid recipients must complete at least 67% of attempted hours in order to continue to qualify for financial aid. You may calculate your completion rate by counting all hours successfully completed and dividing them by the total of all hours attempted. Successful completion includes grades of A, B, C, or D. Unsuccessful completion includes grades of F, I, N or W.

You will want to be sure you are in all of the correct courses for each semester. It is your responsibility to keep track of your completion rate percentage to ensure you are meeting the requirement of the SAP policy.

**STUDENT STATEMENT:**

I understand that my overall completion rate is below the SAP standard. In order to maintain eligibility for financial aid **I must complete 100% of all coursework outlined in my academic plan.** Furthermore, I understand that failure to meet the requirements will result in my becoming ineligible for additional financial aid assistance in future terms until such time as I meet the conditions of the Satisfactory Academic Progress Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Academic Success Coach: Please list the courses in which the student plans to enroll for this academic year:**

<b>Summer 2018</b> Course Name/ Credit Hours	<b>Fall 2018</b> Course Name/ Credit Hours	<b>Spring 2019</b> (Estimate credits if courses are not known, by assuming the same number of credits will be taken as was in prior semester) Course Name/Credit Hours

**Will the student need more than one term to raise completion rate above 67%? YES \_\_\_\_\_ NO \_\_\_\_\_**

**If YES, how many: \_\_\_\_\_ and if student completes 100% of attempted courses for these terms (S/he) will achieve a 67% overall completion rate by (month/year) \_\_\_\_\_ semester.**

**ACADEMIC SUCCESS COACH STATEMENT:** The student has met with me and understands the importance of completing all attempted credit hours and that all incomplete grades must be resolved by the end of the term. By signing this form, I am indicating that I have explained the terms of the academic plan to the student and feel confident that the student is capable of achieving the goals set forth.

\_\_\_\_\_  
Academic Success Coach Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date