



**Satisfactory Academic Progress (SAP) Appeal #
Form**

Student's Name: _____ Date: _____
Address: _____
City St Zip: _____ Phone: _____
Faculty Mentor: _____

As a student at Martin University, continued enrollment and eligibility to receive financial aid is contingent upon maintaining Satisfactory Academic Progress (SAP) per the University's SAP Policies (see the Martin University Student Handbook or Catalog for a detailed explanation of the SAP Policy).

The following chart illustrates a summary of the SAP Policy standards to maintain "good standing" with the University:

Total Credit Hours	Minimum Cumulative G.P.A. required	Minimum Cumulative Completion Rate Required
1-59 hours (freshman or sophomore status)	1.5	67%
60-123+ (junior or senior status)	2.0	67%
Graduate student	3.0	67%

Complete each of the following steps:

- Complete Appeal Form
- Complete a written (typed) statement detailing circumstances that led to suspension
- Schedule a meeting with the Retention Coordinator to complete/update the Probation Management Contract/Academic Plan and to discuss written statement
- Provide supporting documentation (e.g. obituary, physician statement, hospital paperwork, court documents, etc.)
- Submit Appeal Packet (Appeal Form, Written Statement, Supporting Documentation, Probation Management Contract/Academic Plan)
 - o to Dana Muldrow, Retention Coordinator/SAP Committee Chair (Department of Student Services)

By submitting this appeal, I understand that I have not met the University's minimum SAP standards while on SAP Warning status for a semester. Submission of this appeal is not a guarantee that my appeal will be approved by the SAP Committee. Further, I understand that I must meet the SAP Standards and follow my academic plan or I could be dismissed from Martin University for a period of three semesters.

Student Signature _____ **Date** _____

