

<p style="text-align: center;">John Paul II Institute Satisfactory Academic Progress Appeal Form</p>
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Pontifical John Paul II Institute for Studies on Marriage and Family
Office of Student Financial Aid
Financial Aid Appeals Committee
620 Michigan Ave. N.E.
McGivney Hall
Washington, DC 20064

Students are required to make Satisfactory Academic Progress (SAP) in their degree program in order to be eligible for financial aid consideration. Standards are defined in the John Paul II Institute's policy on satisfactory academic progress (available from the Financial Aid Office, in the student handbook or academic catalog). Student records are evaluated by the OSFA in three areas:

- **minimum credits earned,**
- **cumulative grade point average (CGPA),**
- **and maximum timeframe.**

Your cumulative GPA, maximum timeframe, and completed credits are reviewed each year.

If mitigating circumstances beyond the students control caused or contributed to an inability to meet the SAP requirements, students may submit this appeal form with supporting documentation to the Office of Student Financial Aid. Submission should be within 10 days of being notified of failure to meet SAP requirements. Submission of this form is considered a request for reinstatement of your financial aid eligibility. The information provided should explain why SAP requirements have not been met. The OSFA Appeals Committee will review this appeal and notify the student of its decision within 10 business days of the date your appeal is received in the OSFA.

To complete the appeal process, you must:

1. Complete Sections A, B, and C on the back of this form.
 - Attach documentation that supports your explanation (for example, a doctor's statement, or a letter from a counselor).
 - Attach a current academic transcript.
 - Signature required in Section C.
2. Submit the signed form and attachments within 10 days of notification to the OSFA Appeals Committee at the above address.
3. Respond immediately if your appeal form is returned to you for missing and/or additional information.
4. Allow 10 business days for a review and decision by the OSFA Appeals Committee.

SAP Appeal Form: Section A. Student Information		
Student Name (last, first, middle)	Date of Birth	SS#
Address (street or P.O. Box)		Home Phone Number
City, State and ZIP		

Reason(s) for the appeal (Check all that apply)

I failed to meet SAP standard (s) for:

- Minimum cumulative GPA and/or minimum credits earned
- Maximum timeframe (include a list of remaining course work and estimated graduation date from your academic advisor)
- Current degree program (suspended from the Institute)

Section B. Appeal Explanation

Please explain why you failed to meet one or more of the SAP standards: GPA that is below the minimum requirement for your degree program; failure to maintain minimum credits; or failure to complete your degree program within the allotted timeframe. If you were suspended from Institute, please provide supporting documentation that you have been readmitted.

Section C: To the best of my knowledge all of the information on this form is true and accurate.

Signature:

Date