

# Academic Progress Appeal Form

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal financial aid. Marywood University is responsible for ensuring that all students receiving federal Title IV assistance are meeting these standards. The policy in its entirety can be reviewed by going to the Financial Aid Office website under *Eligibility for Aid*.

For all degree seeking students, SAP is evaluated at the end of each semester; typically December, May and August. This evaluation will determine if the student has made sufficient progress to be eligible for future Title IV funding.

**This appeal form is used for the sole purpose of federal student aid and does not pertain to academic dismissals. Incomplete appeals will not be reviewed and will be returned to the student. Students will be notified of the decision regarding their appeal via their Marywood University email account.**

## Part 1: Student Information:

Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Part 2: Student's Appeal Reason

Please indicate the mitigating circumstance(s) that contributed to your inability to maintain Satisfactory Academic Progress (SAP) by checking any category that applies to you. **You also must follow the instructions for each checked category.**

\_\_\_ Serious illness or injury to you or immediate family member (parent, spouse, sibling, or child) that required extended recovery time. Attach a statement from the physician and provide an explanation in your letter of appeal regarding the nature and dates of the illness or injury. (See below in Part 3.)

\_\_\_ Death of an immediate family member. Include the name of the deceased and relationship to you in your letter of appeal. (See below Part 3.)

\_\_\_ Significant trauma that impaired your emotional and/or physical health. Provide a detailed explanation in your letter of appeal regarding the specific circumstance of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) must also be attached. (See below Part 3.)

\_\_\_ Circumstance(s) related to COVID-19 Pandemic

## Part 3: Student's Letter of Appeal

You must also submit a letter explaining the reason for your appeal. You will need to provide:

- (a) detailed account of your circumstance **and**;
- (b) discuss what changes you have made to ensure your academic success, should your appeal be approved. (COVID-19 circumstance(s) excluded from this requirement).
- (c) if you were dismissed, please attach a copy of the readmit letter from your Dean's Office.

Supporting documentation should be submitted with your Letter of Appeal and this form.

Submit this form and all supporting documentation to: Marywood University, Financial Aid Office, 2300 Adams Ave., Scranton, PA 18508  
Email: [finaid@marywood.edu](mailto:finaid@marywood.edu) Fax (570)-961-4589