

SATISFACTORY ACADEMIC PROGRESS AND ACADEMIC STANDING APPEAL

STUDENT SECTION:

This section to be completed by the student.

Student Name:				Student ID #:
CBU email:				Phone Number:
Current Major/Minor/0	Concentration:			
This appeal is to take	classes in the 🛛 Fall	Spring	Summer	Semester in the Year:
Reference your inform	ation in Degree Works (acc	essed through I	Banner Web) for the	e following information:
Circle your appropriat	e classification and progran	ו:		
Classification:	FR SO JR	SR C	GR	
Academic Program:	Undergraduate Day		PA 🗌 Graduate	
Your current overall G	PA:		Current Academic	Standing:
Your Earned Hours:	Attem	oted hours (GPA	A hours):	_ (Withdrawals count as attempted hours)

Check the box for each appeal you need to submit:

- Satisfactory Academic Progress Appeal for Financial Aid purposes. Turn this packet in to Financial Aid in Barry Hall.
- Academic Standing Appeal due to Academic Suspension. If you are an Undergraduate Day student, turn this packet in to Academic Services in Barry Hall 37. All other programs, please see your Program Director.
- ☐ If you are required to submit an Appeal for Financial Aid and Academic Suspension, turn in a copy of this packet to both offices.

Each appeal will require a copy of the following:

- Section 1: Reasons for your Appeal *To be completed with your Financial Aid Counselor.
- Section 2: Required Appeal Essay * To be completed by student and attached to this packet.
- Section 3: Semester Plan
 - and
- Section 4: Agreement for Academic Success Plan * To be completed with your faculty advisor, Department Chair, Dean or Academic Services advisor.

Submission of an appeal and accompanying documentation does not guarantee approval. You will receive notification to your CBU email account regarding the result of your appeal(s). These notifications may be separate, depending on the type of appeals required.

SECTION 1: REASONS FOR YOUR APPEAL

*To be compl	leted with	your	Financial	Aid	Counselor.
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Your Federal and/or State financial aid was denied for the upcoming semester because you did not meet Satisfactory

Academic Progress. Check the reason(s) why:

Insufficient GPA
 Insufficient Pace of Completion
 Did not meet Academic Plan requirement
 Maximum Time Frame Exceeded
 Check the reason you were unable to maintain Satisfactory Academic Progress during the previous term:
 Death or major illness within immediate family
 Personal illness or injury
 Other special circumstance. Describe in your Appeal Essay, explained in Section 2.

CBU Financial Aid Counselor name: _____ Date: _____
CBU Financial Aid Counselor signature: _____

SECTION 2: REQUIRED APPEAL ESSAY

* To be completed by student and attached to this packet.

Please attach a typed essay with this form. The content of your essay should follow the outline below. You may want your advisor to review your essay.

Paragraph 1: Personal circumstances

- Explain the specific circumstances that prevented you from making Satisfactory Academic Progress during the previous academic semester.
- Reference each piece of documentation that supports your appeal. For example, if you experienced academic and personal difficulties because of the death of a family member, please attach and reference a funeral announcement.

Paragraph 2: Support services

- Address the extent to which you used each support service at the University. For example, if you used Peer Tutoring, please state how many times you received tutoring and specify the subject areas in which you were tutored.
- If you did not use support services at the University, please describe in detail the reasons why you did not use the support services that are available at CBU.

Paragraph 3: Plans for change

- Looking at the reasons for your lack of academic progress that you listed in Paragraph 1, please address the changes that have been made that would allow you to be academically successful. If your situation has not changed, explain how you will manage the situation differently in this new semester.
- Are you working? How will you balance your work and school obligations?
- Discuss the University support services that you will utilize.
- Discuss your short term and long term goals.

Supporting documentation

Provide additional documentation as needed. For example, if you were treated for a serious illness, you would need a doctor's letter stating the dates of treatment and that you are cleared to return to school.

You must complete Sections 3 & 4 of this Appeal Packet with one of the CBU faculty or staff members listed below

(choose one):				
E Faculty Advisor	🗌 Major Dept. Chair	School Dean	Academic Services staff member	
CBU Faculty or Staff nam	le:		Signature:	
Student Signature:			Date:	

SECTION 3: SEMESTER PLAN

* To be completed with your faculty advisor, Department Chair, Dean or Academic Services advisor.

Use the GPA Calculator in Degree Works to calculate what grades you need to earn this semester in each class to be in Good Academic Standing at CBU.

Freshman 1-23 1.50 Sophomore 24-59 1.70	Your ALT PIN:	Classification	Credits earned	Required GPA
Sophomore 24-59 1.70		Freshman	1-23	1.50
		Sophomore	24-59	1.70
Junior/Senior 60 or more 2.00		Junior/Senior	60 or more	2.00

Recommended Courses	Credit Hours	Minimum Grade Needed	Goal Grades
Total Credit Hours:		Overall GPA:	Overall GPA:

At the end of the ______ semester, you will have earned a total of ______ credits.

Your classification will be FR SO JR SR and your overall GPA will need to be _____ to change your academic standing

from _____ to _____.

*If you do not meet this requirement, you may be allowed to continue on academic probation, as long as your semester GPA is a 2.0 or higher.

SECTION 4: AGREEMENT FOR ACADEMIC SUCCESS PLAN

Once registered for classes, you are required to meet with an Academic Services advisor to set your Academic Success Plan in motion.

Initial each section in agreement:

- _____ I agree to register for the Recommended Courses listed above.
- I agree to meet with an Academic Services Advisor to connect with required support services by the second week of the semester.
- ______ I agree to participate in the Peer Mentoring Program and the Academic Success Path modules in Canvas.
- I agree to participate in Peer Tutoring and/or other prescribed academic support such as the Math Center, Language Center, Chemistry Dept. Tutoring, and the Writing and Communications Corner.
- _____ I agree to meet with an Academic Services advisor regularly throughout the semester for support.
- I agree to follow my Academic Success Plan this semester. I understand that if I need to appeal at the end of this semester, my commitment to the Plan will be weighed heavily when the Dean of Academic Services reviews my appeal.

