

## Satisfactory Academic Progress Appeal Form

### Student Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

ID Number: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

Major: \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

### Instructions

1. Complete all sections of this form.
2. Attach all required documentation.
3. Return form with attached documentation to the Office of Academic Success at ([academicsuccess@chowan.edu](mailto:academicsuccess@chowan.edu)) by first Friday in June.

**Note:** Students applying for readmission must submit this form, with all required documentation, to the Office of Admissions during the re-application process.

### Part I. Satisfactory Academic Progress Standard Not Met (check all that apply)

- Cumulative Grade Point Average. First-year students must have a minimum GPA of 1.5. All other students must have a 2.0.
- Cumulative Course Completion Rate. First-year students must have a minimum completion rate of 60%. All other students must have a 67%.
- Maximum Timeframe. Students must complete program within 150% of the total number of credits needed to complete degree requirements.

### Part II. Extenuating Circumstance (check all that apply)

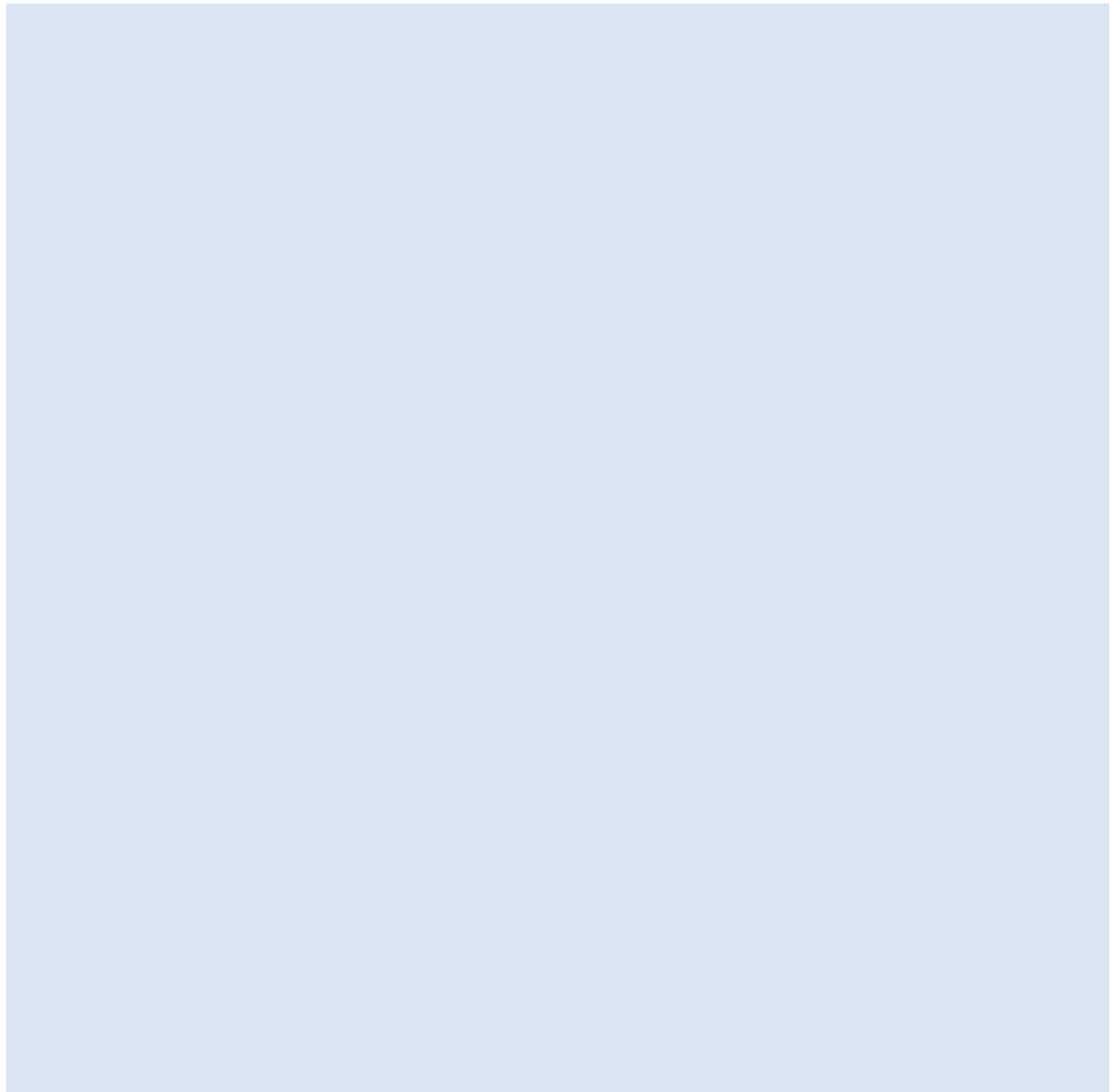
A student who is suspended due to unsatisfactory academic progress may appeal to be reinstated if his or her failure to make satisfactory academic progress is based upon events beyond his or her control (extenuating circumstances). The student must provide supporting documentation (evidence) of the extenuating circumstance. The documentation must be attached to this form. Appeals submitted without supporting documentation will not be reviewed.

- Death of a family member. Attach a copy of the death certificate or obituary. Under Part III, include the name of the deceased and relationship to student.
- Serious injury or illness to student or family member. Attach a copy of medical record or statement from physician or hospital. Under Part III, explain the nature and dates of the injury or illness.
- Significant trauma in student's life that damaged the student's emotional and/or physical health. Attach supporting documentation from a third party (physician, social worker, counselor, etc.). Under Part III, provide a detailed explanation regarding the specific circumstance, including dates.
- Financial hardship. Attach proof of bankruptcy, foreclosure, or job loss. Under Part III, provide a detailed explanation regarding the hardship, including dates.
- Natural disaster (fire, tornado, hurricane, flood, earthquake, etc.). Attach FEMA documents, insurance claim, or statement from landlord. Under Part III, provide a detailed explanation regarding the disaster, including dates.

- Legal issues. Attach divorce decree or relevant court papers. Under Part III provide a detailed explanation regarding the legal issue, including dates.
- Personal problems or issues with your spouse, family, roommate, or other significant person. Attach written statement from physician, counselor, attorney, or other professional. Under Part III, provide a detailed explanation of the problem or issue, including dates.
- Other unexpected documented circumstances beyond the control of the student. Attach documentation. Under Part III, provide a detailed statement explaining the nature and dates of the unexpected circumstance.

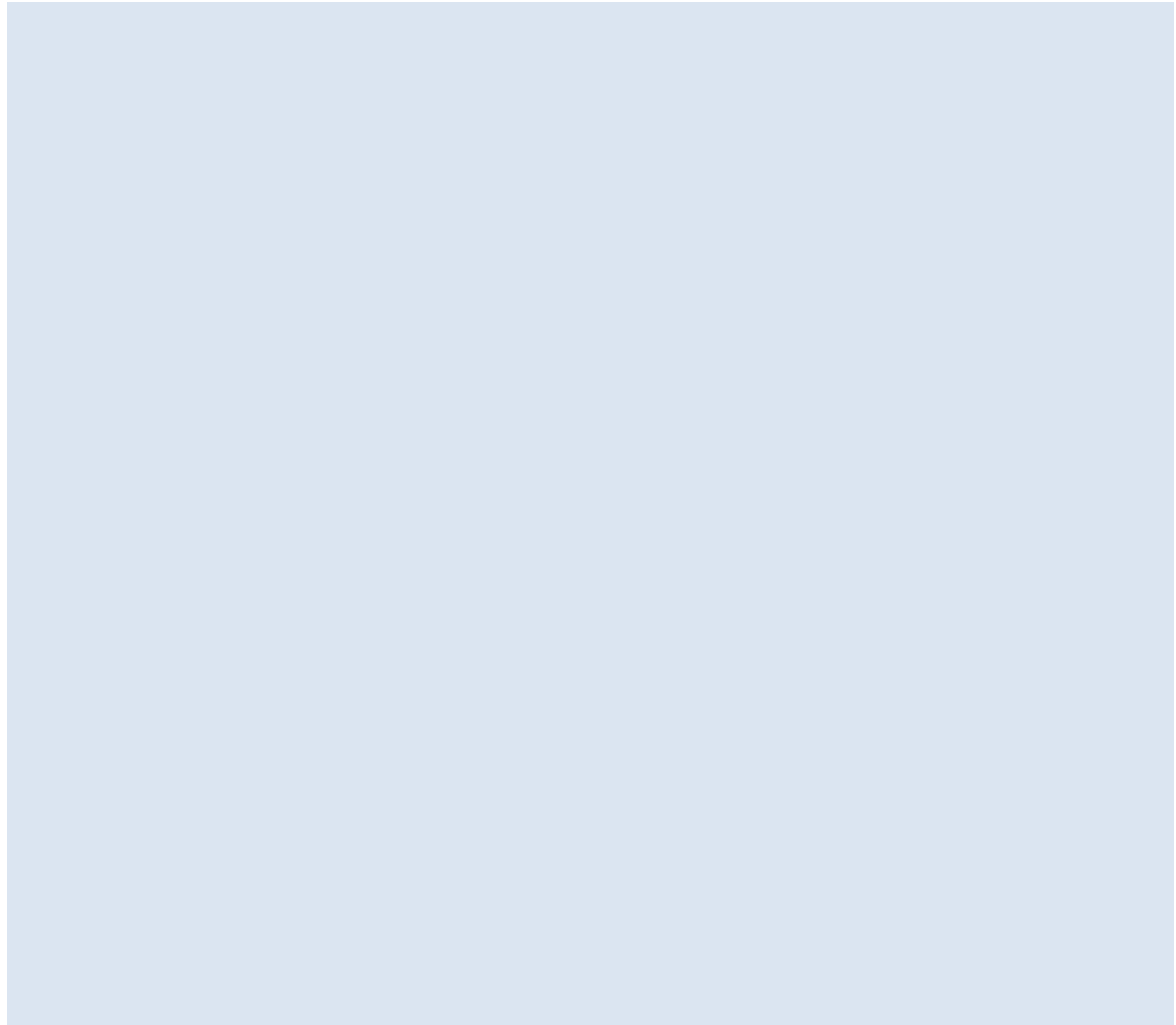
### **Part III. Statement**

Why have you failed to make Satisfactory Academic Progress? Please explain any hardships (extenuating circumstances checked under Part II) preventing you from maintaining Satisfactory Academic Progress below, providing as much information, including dates. Supporting documentation must be attached.



## Part IV. What Has Changed?

What has changed that will allow you to make Satisfactory Academic Progress by the end of the current academic year?



## Part V. Academic Plan

I plan to use the following resources to aid my success (check all that apply):

- Academic Advisor
- Peer Tutoring
- Writing Center
- Academic Assistance
- My Professors/Instructors
- Counseling
- Disability Services

I acknowledge that I must:

- Meet all requirements of the Academic Plan developed and approved by the Academic Council.
- Make progress on the Academic Plan by the end of each semester.
- Earn a 2.0 or higher GPA by the end of the academic year.
- Earn a 67% course completion rate by the end of the academic year.

## Part VI. Student's Certification and Signature

I understand that:

- This appeal is subject to review by the Academic Council and financial aid. Approval or denial of this appeal will be based on the information contained in my statement and corresponding documentation as well as an Academic Plan developed by the Academic Council.
- Failure to follow this Academic Plan may result in academic and financial aid suspension at the end of the first or second semester of the plan.  
My academic progress will be reviewed by the Academic Council at the end of the first semester of the plan. I understand that if the Academic Council determines that I have not made academic progress or that I have not followed the approved Academic Plan, I will be academically suspended at that time with no right to an appeal.
- I will be notified of the outcome of this appeal via Chowan email.
- I am submitting a complete appeal form. I understand that incomplete appeals will not be reviewed. I have attached documentation.

***I certify that I am the student listed on this form and that all information provided is complete and accurate.***

Student Signature

Date

Return to [academicsuccess@chowan.edu](mailto:academicsuccess@chowan.edu)