



Appealing the Cheyney University of Pennsylvania Satisfactory Academic Progress (SAP) Standard

Introduction

During any given Summer Cheyney University of Pennsylvania completes a yearly required check of academic progress. As a participant in the federal government's financial aid programs the University tests both qualitative indicators (your grades) and quantitative indicators (the relationship between the classes you've attempted and the academic credits you've earned). Within SAP policy students have the opportunity to appeal the policy based on documented special circumstances. The steps in this form help you appeal the SAP standard; all items requested below are required, not optional. Approval or denial of appeals of SAP are the sole responsibility of The Cheyney University of Pennsylvania, Office of Financial Aid and cannot be appealed.

Step 1: Your Information

Name: _____

Student ID Number: _____

Student Cell Number: _____

Step 2: Your Circumstances

Attach a letter to this form that describes, in detail, the circumstances surrounding your academic progress. This letter must use specifics whenever possible. For example, if a sickness played a role in your academic progress, you must provide the dates of the sickness and type of sickness. The circumstances that usually find success are those linked to family health situations, student health situations, and situations that many students face when trying to orientate themselves to college life (study skills, time management skills, and inadequate high school preparation). Appeals that hinge on "college life" difficulties must be accompanied by an explanation of the on-campus tools that the student is using to correct the issue (academic support services, tutoring, counseling services, documented additional time with professors, etc.).

Submission:

Attach your signed & dated letter to this form (with all documentation) and return to:

Chris Hanlon, Director
The Office of Financial Aid, Cheyney University of PA
1837 University Circle, Cheyney, PA 19319