EAST STROUDSBURG UNIVERSITY

Satisfactory Academic Progress Appeal Form

Name: _____ Student ID: **P**_____ Cell Phone #_____ Email:_____

Classification (Circle One): Undergraduate / Graduate Semester you want federal aid reinstated for: _____

In order for your SAP appeal to be considered for review the appeal must include the following:

- **A detailed written explanation from you stating why you were unable to meet Satisfactory Academic Progress Requirements**
- The explanation must also include what you will be doing differently to avoid this moving forward.
- **Supporting third-party documentation coinciding with your written explanation.**
- i.e. hospital bills, a letter from a doctor, an obituary, letter of support from faculty/staff etc.
- **A completed academic success plan that is signed by both the student, the academic advisor and/or an academic success coach.**

Any appeal submitted without all of the above requested information WILL NOT BE REVIEWED

SAP Appeal due dates by term:

Fall 26 - December 9, 2026 **Spring 27** - May 5, 2027 **Summer 27 -** August 4, 2027 **Fall 27 -** December 8, 2027

The Federal Government requires students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree.

ESU evaluates its students for SAP at the end of each semester. Students not meeting SAP standards are not eligible to receive Title IV financial aid from federal sources.

Students may appeal this status if there were extenuating circumstances that interfered with their ability to meet SAP standards.

Please note that submission of this form does NOT guarantee an adjustment to your aid.

- I certify that the information I have provided is true and complete to the best of my knowledge.
- If this is not your first time appealing for Satisfactory Academic Progress, your explanation and supporting third-party documentation **must be different from prior appeals.**
- I understand that giving misleading information or forged documentation will be reported for appropriate disciplinary action.
- I understand if I receive any federal student aid based on false information it will be rescinded and I will have to repay all federal aid awarded.
- Furthermore, I understand additional information may be requested by the Financial Aid Office to further support my appeal.
- I have read and understand ESU's Satisfactory Progress Policy.

EAST STROUDSBURG UNIVERSITY

Satisfactory Academic Progress Plan

ESU Students failing to maintain satisfactory academic progress (SAP) toward their degree must complete the below academic plan **with** their Student Success Coach and/or Academic Advisor as part of the SAP appeal. Appeals submitted without a completed, signed academic plan will not be considered. Appeals must be signed by the student, the student success coach and/or the student's academic advisor or program chair.

Progress will be reviewed at the end of each term. The Financial Aid Office will confirm that the student has successfully followed the below plan and that the student is making progress toward their degree. Students not following the academic plan successfully will be placed in SAP Denial and must submit a new SAP Appeal (including a new SAP Academic Plan) to receive aid in the future. The review of the student's academic plan will continue until the student is again meeting SAP standards or graduates from ESU.

Students appealing for an SAP exception due to exceeding maximum time frame are unable to rehabilitate their SAP status and must follow their academic plan precisely. Aid will only be granted for classes listed on the academic plan. If a student opts to take a class not on their academic plan there is no federal aid for the class.

Student must meet **all** of the following to be granted an additional semester of financial aid (**Conditions of successful progress of SAP Academic Plan)**

a. Take **all** courses listed on academic plan
b. Earn minimum 2.5 GPA (undergraduate) or 3.0 (graduates)
c. Do not drop or withdraw from any courses listed on academic plan
d. Pass all courses listed on your academic plan - no 'F' or "I" grades.

_____ I understand and am committed to the plan I have created below with my success coach. I will follow the plan to meet SAP standards.

_____ Number of hours taken previously that do not count toward the student's degree objective. Degree

Objective: _____

Projected Graduation Date: _____

Student Signature: _____

Date: _____

Advisor/Success Coach Signature: _____

Date: _____

All sections of this success plan is to be completed by the student and academic advisor together

SEMESTER 1: The courses I plan to take in semester _____: **<— Current term you are appealing for**

Course and Title Example – ENGL 103: English Composition	**Credits**	**Reason for Taking the Course** Example – degree requirement, repeat for a better grade, prerequisite course
		Goal Term GPA
		Goal Term Pace Rate (earned credits/attempted credits)
		Cumulative GPA Projected

<— Must be filled out by advisor or success coach

SEMESTER 2: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	**Credits**	**Reason for Taking the Course** Example – degree requirement, repeat for a better grade, prerequisite course
		Goal Term GPA
		Goal Term Pace Rate (earned credits/attempted credits)
		Cumulative GPA Projected

<— Must be filled out by advisor or success coach

SEMESTER 3: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	**Credits**	**Reason for Taking the Course** Example – degree requirement, repeat for a better grade, prerequisite course	
		Goal Term GPA	<— Must be filled out by advisor or success coach
		Goal Term Pace Rate (earned credits/attempted credits)	
		Cumulative GPA Projected	

SEMESTER 4: The courses I plan to take in semester _____:

Course and Title Example – ENGL 103: English Composition	**Credits**	**Reason for Taking the Course** Example – degree requirement, repeat for a better grade, prerequisite course	
		Goal Term GPA	<— Must be filled out by advisor or success coach
		Goal Term Pace Rate (earned credits/attempted credits)	
		Cumulative GPA Projected	