



SATISFACTORY ACADEMIC PROGRESS APPEAL

Please read the appeal instructions & procedures BEFORE completing the information below. A letter detailing the decision of your appeal will be emailed to you. Please make sure that your email address is updated on portal and is listed correctly on this form.

Name: Last First M.I.

Student I.D.

Student's Address (street, city, zip code)

Phone #

Confirm your Touro e-mail address

Semester(s) for approval consideration: _____

Term

Year

Student Responsibilities (please check each item as you read it):

- I have read the information and appeal instructions and, I am submitting all information required.
- I am responsible for any payment due while my appeal is being processed. If my appeal is approved, any aid I may be receiving could be delayed since my SAP has delayed the awarding process. If my appeal is denied, I am responsible for full payment of any charges.
- I am responsible for checking the status of my appeal.
- I am responsible for ensuring the completion of all other components of my financial aid file.
- I understand that if my appeal is denied, I am responsible for raising my cumulative GPA, earning hours to increase my pace, and/or changing my academic program at my own expense.
- I understand that the processing of appeals can take up to 15 *business* days.
- Additionally, if my appeal is deferred because it is incomplete or additional documentation is needed, the process will be delayed.

Student Signature

Date

INSERT ALL FACTORS

OFFICE USE ONLY

Action Plan

APPEAL INSTRUCTIONS & PROCEDURES

General Information

Federal regulations mandate all students are required to maintain Satisfactory Academic Progress (SAP) toward a degree in order to receive financial assistance through Title IV federal financial aid. Students must meet the academic standards as outlined in the SAP policy. These standards are for financial aid purposes only and neither replace or override academic policies outlined by Touro College. The Graduate SAP policy applies to all graduate and professional students

At Touro College, the Satisfactory Academic Progress Policy examines three factors: GPA (Grade Point Average), Time Frame and Pace.

1. Cumulative GPA measures and evaluates the progress of graduate students by requiring them to maintain at least a cumulative 3.0 official GPA (except for physical therapy 2.67GPA occupational therapy and physician assistant studies 2.5 GPA) and be in good standing (not dismissed) from their academic program as determined by the academic units' policies
2. Graduate students must be on target to complete their academic program within the set time frame. The result must be 66.66% or greater, which means the student must complete and pass two-thirds of their cumulative attempted hours.
3. A graduate student's total cumulative attempted hours may not exceed 150% of the minimum hours needed to complete the degree program for which they are enrolled.

Appeal Information

If a student, due to extenuating circumstances, fails to meet any of the above conditions, the student may appeal to the graduate Committee on Academic Standing. ***The Committee cannot make any exceptions to the federal regulations governing this policy.*** The Committee realizes students may or may not be able to continue their education without financial assistance; however, this is **not** a reason that will be considered. Supporting documentation (i.e., doctor statements; death certificate; court documents; letters from counselors, clergy, attorney or 3rd party professional; or any other documentation which would support an appeal) is **required** or the appeal will be denied. When an appeal involves time frame deficit, the student must state the expected graduation date and number of hours needed to complete the current degree and must include the Maximum Time Frame SAP Worksheet completed by their Academic Advisor. Finally, this appeal form is for financial aid purposes only and does not have any direct relationship to other types of appeals (academic, admissions, reinstatement, scholarship, etc.) that may be required. Appeals are not guaranteed to be approved.

Student Responsibilities

1. Complete the front side of this form.
2. Attach a **typed & signed** letter addressed to the graduate committee on Academic Standing explaining the extenuating circumstances that led to this appeal. Explanations should include specific information, such as important dates surrounding circumstances that contributed to poor academic performance, incomplete or failing grades, late withdrawals, number of years in college, etc. The letter should explain the circumstances that affected the student's academic performance and how the situation has improved. The student should also specify steps taken to ensure improved academic performance.
3. Attach copies of supporting documentation (**documents will not be returned**). Appeals submitted without documentation will not be approved.
4. Return this form with the student's signed letter and documentation to the Financial Aid Director who will schedule the appeals committee meeting on your behalf.

Committee Responsibilities

1. Prepare appeal for review by the Committee (determine/verify SAP deficit(s), print Touro College academic transcripts, etc.).
2. Submit the prepared appeal to the Committee for review.
3. Notify the student of the Committee's decision and update the student's file with the results. Students will be notified by the email address provided by the school. Details will only be provided in the emailed letter.
4. Information regarding the reason for a hold or the appeal decision **cannot** be discussed over the phone. If you need more detailed information regarding your SAP hold or decision, please email our Financial Aid office from your student email address.

Documentation of mitigating circumstances described in the letter of appeal must be included with the written appeal.

Note: The inability to attend classes due to lack of funds is not an extenuating circumstance. Refer to the list below for required documentation. Additional documentation may be requested after your appeal is reviewed. Additionally, Touro College cannot and does not grant retroactive accommodations. Disability related accommodations will be evaluated on a case by case basis. Students who have extenuating circumstances and are placed on SAP suspension are strongly encouraged to appeal upon notification of suspension.

Examples of Mitigating Circumstances:

Circumstances	Documentation Required
Student's illness, injury, hospitalization, or disability	<p>Written documentation from the student's health care provider on letterhead detailing:</p> <ul style="list-style-type: none"> ○ Approximate date of onset of the illness, injury, or disability ○ The general nature of the illness, injury, or disability that prevented the student from meeting SAP ○ The healthcare provider's release to return to school ○ The ability of the student to meet the essential functions of the program.
Illness, accident, or injury of a significant person in the student's life	<p>Provide documentation of the situation pertaining to the significant other that impacted the student's academic performance (i.e., physician's statement, police report, or documentation from a third party professional). r Include a statement briefly describing the student's relationship with the significant person (i.e., spouse, parent, child, fiancé, etc.)</p>
Death of a family member or significant person in the student's life	<p>Provide a copy of the obituary or death certificate</p>
The student's divorce or separation and in some instances the divorce or separation of the student's parent(s)	<p>Provide an attorney's letter on letterhead, petition for dissolution, or copy of divorce decree</p>
Victimization of violent crime or natural disaster	<p>Provide a written statement on letterhead from a professional involved in the situation and/or other supporting documentation</p>
Exceeding the time frame as a result of changing majors or excess transfer credits	<ul style="list-style-type: none"> ○ In your statement you must explain why you have not yet completed your program ○ A completed Maximum Time Frame SAP Plan worksheet
Exceeding the time frame while in a second degree or dual degree program	<ul style="list-style-type: none"> ○ In your statement you must explain why you are working on a second degree ○ A completed Maximum Time Frame SAP Plan worksheet
Other unforeseen circumstance beyond your control	<ul style="list-style-type: none"> ○ Clearly state how the situation was unforeseen and beyond your control ○ Provide supporting documentation that verifies the circumstances you describe in your statement