

**SATISFACTORY ACADEMIC PROGRESS APPEAL
FINANCIAL AID ELIGIBILITY FORM**

REQUEST FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students are evaluated for compliance with the Satisfactory Academic Progress (SAP) policy for Financial Aid Eligibility at the end of each academic year. Those students not meeting the SAP standard are placed on Financial Aid Suspension and are no longer eligible to receive Title IV funds. Under certain conditions, students with mitigating circumstances may file an appeal for “Reinstatement of Financial Aid Eligibility”.

Conditions under which a student is permitted to file an appeal and provide supporting documentation:

1. The student suffered serious illness or injury preventing SAP compliance in the time period in which the deficit(s) occurred.
2. The student suffered a loss due to the death of an immediate family member during the time period the deficits occurred.
3. The student or the student’s family suffered a loss in an area that has been officially designated a National Disaster Area.
4. Students with other significant extenuating circumstances beyond their control.

Students who do not meet any of these conditions must make up deficiencies that caused the Suspension of Financial Aid Eligibility. Students may not receive Title IV financial aid during the period of time they are on Financial Aid Suspension.

Documentation required for each of the above conditions must include:

1. A signed statement from the student indicating why the appeal should be approved, and
2. An Academic Deficit Recovery Plan that explains how and by when the student will make up the deficits, and
3. If Academic Reinstatement is conditionally approved:
 - a. A certification from a medical doctor who has treated the student and can certify that the student’s medical condition impaired the student’s ability to successfully complete the coursework attempted. This medical documentation must be on the physician’s letterhead and should coincide with the time period in which the deficits occurred.
 - b. Official verification of the family member’s death and relationship to the student (Preferably a death certificate or obituary).
 - c. A document certifying the student/parent(s) suffered a major loss in an area that has been designated a National Disaster Area.
 - d. Any other documentation that is approved and/or requested by the Financial Aid Administrators and Associate Dean of Academics to support the student’s claim.

Appeal for Reinstatement of Financial Aid Eligibility Procedure

1. Set up an appointment to meet with the Associate Dean of Academics Office and discuss Appeals process, requirements, and options;
2. Obtain the Request for Reinstatement of Financial Aid Eligibility appeal form from the OFA;
3. Obtain and attach appropriate documentation that substantiates the condition(s) under which you are appealing;
4. Visit the Office of Academic Achievement and Support to develop an Academic Deficit Recovery Plan that addresses specifically how you plan to make up your deficiencies;
5. Submit a written statement indicating under which of the above conditions you are appealing and provide a copy of the Academic Deficit Recovery Plan.

How does the Appeal for Reinstatement of Financial Aid Eligibility process work?

1. Only complete appeals are reviewed.
2. A Financial Aid Administrator, along with the guidance of the Associate Dean of Academics Office, will review the appeal with particular consideration given to the nature of the appeal together with program regulations to determine approval status.
3. If the appeal is denied by the Associate Dean of Academics, the student will be issued a written decision within 10 business days after a recommendation is made.

Students, who are not eligible to file an appeal or choose not to file, will regain eligibility for financial aid consideration when they restore full compliance with the Associate Dean of Academics Office.

Acknowledgment

Student Name: _____ Student ID #: 0 0 0 0 0 _____
Last First

I hereby acknowledge that I am personally responsible for paying any tuition, fees, and all other charges on my AJMLS/SLS student account that may be due while an appeal is in process. I understand that I may be eligible to enroll in the Installment Payment Plan through the Office of Student Accounts while the appeal is under consideration.

Student Signature: _____ Date: _____

**FINANCIAL AID APPEAL and
DEFICIENCY RECOVERY PLAN**

STUDENT INFORMATION

Student's Last Name	First	AJMLS/SLS ID Number <u>0 0 0 0 0</u> _ _ _ _		
Home Phone Number		Cell Number		
Street Address	Apt/Suite #	City	State	Zip

Term that you are petitioning for financial aid reinstatement: Fall Year: _____ Spring Year: _____

Deficit Recovery Plan: Is a written realistic plan for recovering from your SAP academic deficiencies. The plan should be discussed with the Associate Dean of Academics Office, the Office of Academic Achievement, and should be attainable by the end of Spring Term. The Academic Deficit Recovery Plan form is included below.

By signing below, I confirm that I have submitted this appeal and supporting documentation because I meet one or more of the conditions for appeal. I am submitting this appeal in compliance with the Satisfactory Academic Progress Policy. **I understand that appeals must be submitted within the deadlines published in the SAP Policy for Financial Aid Eligibility and that all appeal decisions are issued in writing and sent to my AJMLS/SLS student email account, and/or by USPS mail. I understand that any outstanding charges that are due must be paid whether or not I am filing an appeal.**

Student's Signature: _____ Date: _____

Appeal Review, Office Use Only:

GPA: _____

AJMLS/SLS Attempted Hours _____ + Transfer Hours _____ = Total Attempted Hours _____

PACE $\frac{\text{Total Earned Hours}}{\text{Total Attempted Hours}}$ = _____ %

Appeal Approved Appeal Denied _____ Date: _____

Financial Aid Administrator

Appeal Approved Appeal Denied _____ Date: _____

Associate Dean of Academics

For conditions of Appeal, see Letter of Reinstatement from the Associate Dean of Academics Office.

FINANCIAL AID APPEAL FORM

Student Name: _____ Student ID #: 0 0 0 0 0 _____
Last First

STEP I: Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking the category that applies to you. You must also follow the instructions for the category. The appeal and documentation must be submitted as a complete package.

- Serious illness, accident or injury, to student or immediate family member (parent, spouse, sibling, child).**
Write a detailed statement of the circumstances. Attach supporting documentation; physician's statement, police report or other documentation from a third party professional; hospital billing statement, etc.
- Death of an immediate family member (parent, spouse, sibling, child).**
Write a detailed statement of the circumstances. Include the name of the deceased and relationship to you. Submit a copy of the obituary and/or death certificate.
- Divorce experienced by you or your parent.**
Write a detailed statement of the circumstances. Attach an attorney's letter on law firm's letterhead or copy of divorce decree.
- Significant trauma in the student's life that impaired the student's emotional and/or physical health.**
Provide a detailed explanation regarding the specific circumstances and the dates of your condition, and what you have done to overcome your condition. Attach supporting documentation from a third party (i.e. physician, social worker, counselor, police, attorney, etc.)
- Other significant unexpected and documented circumstances beyond the control of the student.**
Write a detailed statement of the circumstances and the dates. Attach supporting documentation from a third party (i.e. physician, social worker, counselor, police, attorney, etc.)

STEP II: Please provide the following information as part of your appeal.

Submit a written statement indicating what has changed in your situation that would allow you to demonstrate satisfactory academic progress at the next evaluation. Include a detailed plan of action you are taking to ensure you will meet SAP standards.

All documentation requested above in Steps I and II are REQUIRED.

INCOMPLETE APPEALS WILL BE DENIED.

**SATISFACTORY ACADEMIC PROGRESS
ACADEMIC DEFICIENCY RECOVERY PLAN & CONDITIONS**

Student Name: _____
Last First

Student ID #: 0 0 0 0 0 _____

The above student is no longer eligible for financial aid consideration due to non-compliance with the Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility. The student has been provided a copy of this policy. Please be aware that this policy is similar to the Academic Retention Standards of AJMLS/SLS. However, in some areas it is more restrictive. The reason for these differences are a result of specific requirements set forth in the Higher Education Act of 1965, as amended, Federal Regulations found in Section 668, 690, and applicable DCL GEN 96-10, 96-18, et al, guidelines.

Appeals have two levels in which a student's case must be reviewed. These levels include: (1) The Associate Dean of Academics; and (2) The Director of Financial Aid. As a part of the financial aid appeal process, students are required to develop an academic plan which must be followed during all semesters.

If the academic plan is followed, financial aid eligibility is maintained. If the academic plan is not followed for the first, second, or third semester, students will lose their financial aid eligibility.

ACADEMIC PLAN

Semester _____ Year _____			Semester _____ Year _____		
Course	Course Code	# of Credits	Course	Course Code	# of Credits
1)			1)		
2)			2)		
3)			3)		
4)			4)		
5)			5)		
6)			6)		
7)			7)		
Total Number of Courses			Total Number of Courses		
Total Credit Hours			Total Credit Hours		

Semester _____ Year _____			Semester _____ Year _____		
Course	Course Code	# of Credits	Course	Course Code	# of Credits
1)			1)		
2)			2)		
3)			3)		
4)			4)		
5)			5)		
6)			6)		
7)			7)		
Total Number of Courses			Total Number of Courses		
Total Credit Hours			Total Credit Hours		

PERSONAL CHALLENGE DIAGNOSTIC (ACADEMIC DEFICIENCY RECOVERY PLAN)

	Advised (Please Initial)	Completed (Please Initial)
Complete a 24-hour Schedule Outcome:		
Budget Management Outcome:		
Stress Management Outcome:		

ACADEMIC CHALLENGE DIAGNOSTIC

	Advised (Please Initial)	Completed (Please Initial)
Reading Comprehension Outcome:		
Analytical Reasoning Outcome:		
Organization Outcome:		
Writing Outcome:		

COUNSELING AND SKILLS DEVELOPMENT INSTRUCTION

(ACADEMIC DEFICIENCY RECOVERY PLAN)

INPUT & OUTCOME ASSESSMENT

FALL SEMESTER SESSIONS: Weekly Bi-weekly Other _____

Date:	Assignment:	Completed (Initialed by student & OAA):

OAA Final Assessment:

COUNSELING AND SKILLS DEVELOPMENT INSTRUCTION

(ACADEMIC DEFICIENCY RECOVERY PLAN)

INPUT & OUTCOME ASSESSMENT

SPRING SEMESTER SESSIONS: Weekly Bi-weekly Other _____

Date:	Assignment:	Completed (Initialed by student & OAA):

OAA Final Assessment:

COUNSELING AND SKILLS DEVELOPMENT INSTRUCTION
(ACADEMIC DEFICIENCY RECOVERY PLAN)

INPUT & OUTCOME ASSESSMENT

SUMMER SEMESTER SESSIONS: Weekly Bi-weekly Other _____

Date:	Assignment:	Completed (Initialed by student & OAA):

OAA Final Assessment:

**FINANCIAL AID ELIGIBILITY
APPEAL DECISION**

Pursuant to the guidelines set forth in Section _____ of the Academic Code, I have carefully and thoroughly reviewed your record, and considered all of the submitted documentation and information provided in your Petition for Reinstatement. Based upon my review of the circumstances surrounding your recent academic performance, your academic status is:

- Conditionally Reinstated** based on the conditions set forth in the attached Letter of Reinstatement from the Associate Dean for Academics

- Academically Dismissed** based on the conditions set forth in the attached Letter of Academic Dismissal from the Associate Dean for Academics

For The Office of Academic Achievement Use Only

Comments:

<hr/> <p style="text-align: center;">Signature</p> <p>Office of Academic Achievement Advisor Signature</p>	<hr/> <p style="text-align: center;">Date</p>
<hr/> <p style="text-align: center;">Signature</p> <p style="text-align: center;">Associate Dean for Academics</p>	<hr/> <p style="text-align: center;">Date</p>

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID ELIGIBILITY

All Federal Financial Assistance Programs are authorized under Title IV of the Higher Education Act of 1965 as amended, and require the establishment of minimum standards of academic progress that students must meet to maintain general eligibility for financial aid. While students meeting these standards are generally eligible for aid, some aid programs require higher standards that may preclude the student from qualifying for those programs.

Atlanta's John Marshall Law School and Savannah Law School's Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility applies to all aid programs administered by or through the Office of Financial Aid (OFA). These standards apply to all students seeking or receiving assistance whether or not aid may have been received previously.

JURIS DOCTORATE/GRADUATE STUDENTS

Qualitative Standards: Juris Doctorate/Graduate students must maintain a cumulative grade point average of at least 2.0 after their 1st year. Students with a GPA of less than **2.0** after their 2nd year are not eligible to receive financial aid.

Time Limitation Quantitative Standards: From the date of first enrollment in a specific degree program, students seeking a Juris Doctorate degree must complete all degree requirements within 5 academic years.

Incremental Quantitative Standards: Juris Doctorate/Graduate students must successfully complete 50% of the cumulative hours attempted. The incremental assessment is performed after grades are posted at the end of Spring semester for Full-time students and at the end of the Summer semester for Part-time students.

Maximum Time Frame Standards: From the date of first enrollment in a specific degree program, students seeking a Juris Doctorate degree must complete all degree requirements within **117 attempted credit hours** (88 program credit hrs x 133% = 117 credit hrs).

GENERAL POLICY & PROCEDURES APPLICABLE TO ALL STUDENTS:

Withdrawal: Any student withdrawing from coursework will be evaluated based on all credit hours for which the student is enrolled, charged and aid disbursement as of the close of the Add/Drop Period.

Termination of Aid: Students who are dismissed from AJMLS for any reason are terminated from financial aid. Students who do not meet the Satisfactory Academic Progress Standards for Financial Aid Eligibility as of the end of the SAP Probation period will be terminated from financial aid until they restore full compliance with the Associate Dean of Academics.

Readmission Policy: Students applying for readmission to the Law School are eligible for financial aid if: (1) they meet the SAP policy standards in effect at the time of readmission; and (2) with approval by the Associate Dean of Academics. The SAP policy may not be appealed. Students who have not attended AJMLS for 2 or more years prior to being readmitted are not required to do a SAP appeal. However, they must reapply with the Office of Admissions and remain eligible to receive Title IV financial aid funds.

Reinstatement of Aid: Students who are terminated from financial aid may submit an appeal for reinstatement of eligibility when they have mitigating circumstances beyond their control that resulted in deficiencies that could not be made up while on SAP Probation. Such circumstances include the student's injury or illness, death of a relative, or other special circumstances. In cases where the student and/or student's family lives in an area that has been officially declared a National Disaster Area, an appeal may be filed.

Appeals for reinstatement of eligibility are the responsibility of the student. Appeals must specifically reflect the unique circumstances that were beyond the control of the student. The appeal should provide specific resolution to circumstances and supporting documentation as indicated on the appeal form.

Students appealing for reinstatement of eligibility remain ineligible to receive aid, but may pursue participating in the Installment Payment Plan through the Office of Student Accounts. Students should be prepared with other resources to pay all educational expenses not covered by the Payment Plan. Students whose appeals are approved may have their eligibility for aid reinstated. Financial aid may be awarded if the student meets routine eligibility criteria, subject to availability of funds.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL CALENDAR

Fall and Spring: Students appealing eligibility for the academic year may submit an appeal **no later than the last day** of the Add/Drop Registration Period. The Associate Dean of Academics Office may grant approval for a complete appeal to be submitted after the last day of the Add/Drop period.