

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

### **REQUEST FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who have been evaluated for compliance with the Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility and found to be deficient are placed on Financial Aid Termination and are not eligible for financial aid funds. Under certain conditions, students with mitigating circumstances may file an Appeal for Reinstatement of Financial Aid Eligibility.

#### **Conditions under which a student may file an appeal are:**

1. The student suffered serious illness or injury preventing SAP compliance in the time period in which the deficits occurred.
2. The student suffered a loss due to the death of a relative 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 extenuating circumstances may appeal but must provide documentation.

Students who do not meet any of these conditions must make up deficits that caused the Termination of Financial Aid Eligibility. Students may not receive aid during the period of time they are on Financial Aid Eligibility Termination of Status.

#### **Documentation required for each of the above conditions must include:**

A signed statement from the student indicating why the appeal should be approved and a deficit recovery plan that explains how and by when the student will make up the deficits, and if the appeal is under condition #:

1. 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 should coincide with the time period in which the deficits occurred.
2. Written verification of the family member's death and relationship to the student (Preferably a death certificate and obituary).
3. A document that certifies the student/parents suffered a major loss in an area that has been designated a National Disaster Area.
4. Any documentation to support the students claim.

#### **Appeal for Reinstatement of Financial Aid Eligibility Procedure**

1. Obtain the Request for Reinstatement of Financial Aid Eligibility appeal form from the financial aid office;
2. Obtain and attach appropriate documentation that substantiates the condition under which you are appealing;
3. Write a statement indicating under which of the above conditions you are appealing and provide a Deficit Recovery Plan that addresses specifically how you plan to make up your deficiencies;

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

1. Only complete appeals are reviewed.
2. A financial aid counselor will review the appeal with particular consideration given to the nature of the appeal. The counselor considers the appeal together with individual program regulations to determine if the appeal can be approved.
3. If the appeal is denied, the student may request in writing that his or her appeal be forwarded to the Associate Dean of Academics for review.
4. The Director or his designee will attend a meeting to answer any questions that may arise about the SAP Policy for Financial Aid eligibility and the previous denial. The student will be issued a written decision within 10 business days after a recommendation is made.

Students are responsible for paying any tuition and fees and other bills that may be due while an appeal is in progress. Students may use the Installment Payment Plan through the Student Accounts Office while this appeal is under consideration.

Students, who are not eligible to file an appeal or choose not to file, will regain eligibility for financial aid consideration when they are again in full compliance with the policy.

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY  
APPEAL AND DEFICIENCY RECOVERY PLAN**

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Print Student's Last Name, First, MI

Social Security Number

Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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**Deficit Recovery Plan:** A Deficit Recovery Plan consists of a written realistic plan for recovering from your SAP academic deficiencies. The plan should be discussed with your academic advisor and should be attainable by the end of Spring Term. Plans that require a longer period of time should include some evidence of academic progress for the appeal to receive serious consideration. Use the space that follows to state your Deficit Recovery Plan.

**Please indicate which semester you are requesting your eligibility for financial aid consideration to be reinstated:**

<u>Term</u>	<u>Year</u>
_____ Fall	_____
_____ Spring	_____

Continues

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 Appeal Calendar. I understand that appeals must be submitted within the deadlines published in the SAP Appeal Calendar and that all appeal decisions are issued in writing by mail. I understand that any outstanding charges that are due must be paid whether or not you are filing an appeal.

\_\_\_\_\_  
Student's Signature Required

\_\_\_\_\_  
Date

Office Use Only:

\_\_\_\_\_ Date appeal was reviewed.

\_\_\_\_\_ Yes \_\_\_\_\_ No. The Director of Financial Aid approved the appeal. List any conditions:

\_\_\_\_\_ Yes \_\_\_\_\_ No. The Associate Dean of Academics approved the appeal. List any conditions:

\_\_\_\_\_  
Director of Financial Aid's Signature & Date

\_\_\_\_\_  
Associate Dean of Academics' Signature & Date

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY  
ACADEMIC ADVISOR'S COMMENT FORM**

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Print Student's Last Name, First, MI

Social Security Number

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 if you would like to review these standards. Please be aware that this policy is similar to the Academic Retention Standards of the institution. 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 can be reviewed. These levels include: (1) The Director of Financial Aid, and (2) the Associate Dean of Academics (if requested by the student).

**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.

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

**GRADUATE STUDENTS**

The **Qualitative Standards**: Graduate students must maintain a cumulative grade point average of at least 2.0. Students with a GPA of less than 2.0 are not eligible to receive financial aid.

The **Incremental Quantitative Standards**: 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.

The **Time Limitation Quantitative Standards**: From the date of first enrollment in a specific degree program, students seeking a master's degree must complete all degree requirements (including research and thesis) within five years.

**GENERAL POLICY & PROCEDURES APPLICABLE TO ALL STUDENTS:**

**Withdrawal:** Any student withdrawing from coursework will be evaluated based on the minimum number of credit hours attempted at the point of aid disbursement. E.G., a student enrolled in 18 hours and withdraws from 6, the evaluation is based on 12 hours. Anything less than 12 hours will have an adverse effect.

**Termination of Aid:** Students who are dismissed from JMLS 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 are again in full compliance.

**Readmit Policy:** Students applying for readmission to the School are eligible for financial aid if: (1) they meet the SAP standards in effect at the time of readmission. This policy may not be appealed. Students in category 2 who have not attended JMLS for 2 or more years prior to being readmitted are not required to do a SAP appeal. However, they must have remaining aid eligibility.

**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 from the 2<sup>nd</sup> Monday in June, until the 1<sup>st</sup> Monday in August.

**John Marshall Law School – Atlanta’s Satisfactory Academic Progress Policy for financial aid eligibility complies with 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.**