Financial Aid Office Satisfactory Academic Progress Appeal

Name:_______________________________  Student ID:_______________________________

This SAP Appeal will be reviewed within two weeks of receipt by the Peabody Financial Aid Office. All decisions made by the office will be emailed to your JHU email account. Decisions are final and cannot be appealed.

Please note: if you are currently enrolled and appealing for the upcoming semester, all current semester grades must be reviewed before your appeal decision can be determined.

Appeal Deadline Dates: July 12, 2019

Please refer to our website at http://peabody.jhu.edu/audition-apply/financial-aid-scholarships/current-students/ for complete information about the SAP process. You should retain this page as a reference.
I am requesting an appeal for the loss of Financial Aid eligibility for the following semester:

☐ Fall ☐ Spring

I am requesting an appeal for the loss of Financial Aid eligibility for the following reason(s):

☐ Grade Point Average (GPA) was below published standards
☐ Higher Percentage of failed, withdrawn, and/or repeated courses
☐ Number of attempted credits exceeds degree requirements by 150%

I understand I must submit ALL of the following information for my appeal to be considered:

☐ A typed, one-page letter that explains why I failed SAP
  • Your letter must include what has changed and how to maintain future success
☐ A copy of your Peabody Institute unofficial transcript
☐ A completed Academic Plan worksheet
  • It must be signed by your Academic Advisor
☐ Documentation supporting extenuating circumstances
  • Your supporting documentation should directly relate to your problem semester(s) and support the information provided in your letter.
  • Examples of supporting documentation:
    o if an immediate family member passed away - include a copy of their obituary or death certificate
    o for medical issues (yours or an immediate family member’s) - include a completed medical documentation form
    o for an employment situation - include a statement from that employer on company letterhead that describes your situation; it should include their contact information
    o for an auto accident - include a police report and/or a completed medical documentation form

Student Signature:_____________________________ Date:________________
Financial Aid Office Satisfactory Academic Progress Appeal
Academic Plan

Name:_______________________________ Student ID:_______________________________
Program/Major:_________________________ Graduate Date:_______ Cum GPA:____

Complete the following section by listing all the courses you need to take each semester to
complete your degree at Peabody (you should begin with your current semester of enrollment i.e.: Fall 2019). You must enroll only in courses necessary to complete your program of study. Attach an additional sheet if necessary.

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Student Signature:________________________________________ Date:______________
Advisor Signature:________________________________________ Date:______________
Financial Aid Office Satisfactory Academic Progress Appeal

Academic Plan

Name:_______________________________  Student ID:___________________________

Advisor’s Comments to Financial Aid Office after meeting with the student and
reviewing their Academic Worksheet

| Yes | No | The courses listed on the plan (page 1) are required for graduation in the
|     |    | selected program of study. |
| Yes | No | Based on the student’s academic performance, the student could reasonably
|     |    | be expected to complete the courses listed for each semester. |

Please provide any comments below. Consider including: explanations for answers of ‘no’
above, resources recommended to the student, or other relevant discussion points to assist in
the appeal review process.

__________________________________________________________________________
__________________________________________________________________________
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Advisor’s Printed Name and Department  Phone Number

__________________________________________________________________________  
Advisor’s Signature  Date
Financial Aid Office Satisfactory Academic Progress Appeal
Medical Documentation Form

Name:_______________________________  Student ID:___________________________

I am requesting an appeal for the loss of Financial Aid eligibility for the following semester:

☐ Fall  ☐ Spring

This form is required if you are appealing for one of the following reason (check one):

☐ Disabling illness or injury to you (student)
☐ Disabling illness or injury of an immediate family member who require your care
☐ Emotional or mental health issue that required you to receive personal care

I give permission for my healthcare provider to supply all information necessary to respond to the questions below. I also certify that all information on this form is valid and not falsified.

______________________________________________________________
Student/Patient Signature  Date

All items in the section below must be completed in full by a licensed healthcare provider.

1. Please provide the dates of the student/family member’s condition that prevented the student from attending school/completing course work.
From:  To:

2. Briefly describe the condition and how it prevented the student from attending school/completing coursework. Use the back of the page as necessary.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________  ________________________________________________

3. In your opinion, is the student able to return to school successfully at this time?
☐ Yes
Recommended level of attendance: ☐ Full-time (12+ credits)  ☐ Part-time (11 credits or less)
☐ No, you do not recommend attendance at this time
☐ Unable to determine at this time

The student/patient will be released on _________________________________ (date).

Name/Address of Healthcare Professional:
____________________________________________________________________________
____________________________________________________________________________
______________________________________________________________
Signature:  Title:_______________  Phone:________________  Date:_________