

**IMPORTANT: USE THE TAB KEY TO MOVE FROM ONE FIELD OR LINE TO THE NEXT FIELD OR LINE**



## **Chowan University**

### **Satisfactory Academic Progress Appeal Form**

#### Student Information

<b>Last Name:</b>		<b>First Name:</b>	
<b>ID #:</b>		<b>Expected Graduation Date:</b>	
<b>Contact Telephone:</b>			

#### Instructions

##### Description of Infraction:

1. Complete all sections of this form and attach all required documentation.
2. Return all documents to the Office of the Provost by the appropriate deadline: **June 1**

**Note: Students applying for readmission must submit this form, with all required documentation, to the Office of Admissions during the re-application process.**

#### Identify category OF SAP status you are appealing. *(Check all that apply.)*

<input type="checkbox"/>	<b>Cumulative GPA</b> - Student must maintain a cumulative grade point average as defined in the Chowan University catalog.
<input type="checkbox"/>	<b>Low completion rate</b> - Students must meet the minimum completion rate as defined in the Chowan University catalog. Completion rate = completed credits divided by total attempted credits.
<input type="checkbox"/>	<b>Maximum time frame</b> - Students must complete their program within 150% of the total number of credits needed to graduate.

#### Indicate the scenario that best describes your situation. *(Check all that apply.)*

<input type="checkbox"/>	This is my first appeal.
<input type="checkbox"/>	I have appealed before and been reinstated.
<input type="checkbox"/>	I have appealed before and been denied.

#### Personal statement *(Page 2 of this document.)*

Write a detailed personal statement explaining your situation. The statement must include the following information:

- Explain the situation.
- Include the date the situation began.
- How has the situation affected your ability to successfully complete your courses?
- What has changed that will now allow you to meet Satisfactory Academic Progress?
- Detail required above must be presented for every situation included in your personal statement.

#### Reason for appeal and documentation *(Check all that apply.)*

<input type="checkbox"/>	<b>Serious injury or illness of the student and/or the student's immediate family.</b> <i>(Documentation required: Copies of medical records and statement from physician or hospital confirming injury/illness and time period.)</i>
<input type="checkbox"/>	<b>Death of student's relative.</b> <i>(Documentation required: Copy of death certificate or obituary.)</i>
<input type="checkbox"/>	<b>Other special circumstance.</b> <i>(Documentation required: Statement from appropriate official confirming situation and time period.)</i>

**Academic Plan**

**Submit an Academic Plan (Pages 3 - 5 of this document).**

Schedule an appointment to meet with your academic advisor to discuss your appeal and to obtain the advisor's signature before submitting your appeal. Without the advisor's signature, the appeal will not be reviewed.

I understand that this appeal is subject to review by academic council and financial aid. Approval or denial of this appeal will be based on the information contained in my personal statement and corresponding documentation as well as a signed, completed academic plan. I understand that I will be notified of the outcome of this appeal via Chowan email and the postal service.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part I - Personal Statement**

Why did you fail to meet Satisfactory Academic Progress? *(If you need more space, attach another page.)*

**USE THE TAB KEY TO MOVE FROM LINE TO LINE**

Lined area for writing the personal statement.

**Are documents attached:**  **Yes**  **No**

*Lack of sufficient documentation will result in denial of your appeal (appropriate documentation might include: doctor or hospital notes regarding medical issue; legal papers, death certificates; obituaries; unemployment claims, etc.).*

How have you resolved the issue so it will not be a problem in the future? *(If you need more space, attach another page.)*

**USE THE TAB KEY TO MOVE FROM LINE TO LINE**

Lined area for writing the resolution of the issue.

## Part II - Academic Plan

### Section 1: Student Completes

#### 1. Help us understand your academic skills and study strategies. (Check all that apply.)

- I take good notes during lectures and use them to study.
- I know how to study from a textbook; I underline, outline, and summarize important content well.
- I can memorize facts, terms, and other related details.
- I manage my time well and have good organizational skills.
- I use my academic planner or online calendar.
- I study \_\_\_\_\_ days per week and \_\_\_\_\_ hours per day.
- I review the course syllabus throughout the semester.
- Other:

#### 2. Which of the following factors might have contributed to your academic difficulty? (Check all that apply.)

- Math and/or English are hard for me.
- I took too many courses.
- I have particular trouble with: \_\_\_ essay tests \_\_\_ objective tests \_\_\_ computer-based tests.
- I do not have clear academic/career goals.
- I have difficulty with courses in my major.
- I have a short attention span and I am easily distracted.
- I become anxious when I know a test is coming up and during a test.
- I struggle with self-doubt and wonder if I will be successful in college.
- I have commitments such as work or other activities that interfere with my studies.
- I have personal problems that interfere with my studies.
- I have medical or health-related problems.
- I have trouble writing and preparing presentations.
- I have issues with alcohol, tobacco, and/or drugs.
- I have disabilities that interfere with my studies.
- I have financial difficulties.
- I find it hard to use and access technology.
- Other:

#### 3. Which academic resources have you used at Chowan? (Check all that apply.)

- Tutoring services
- Academic advisor
- Writing Center
- Office of Academic Assistance
- Disability services
- Study groups
- Study hall
- Professor(s)
- Other:

**Part II - Academic Plan (continued)**

**4. Which areas do you believe you need to improve to be a better student? (Check all that apply.)**

- Study skills
- Class attendance
- Class note-taking skills
- Asking for help
- Time management
- Paying attention in class
- Overall commitment to school
- Other:

**5. Why are you attending college? (Check all that apply.)**

- Ability to get a better job.
- Ability to make more money.
- Become a more cultured person
- Gain a general education, appreciation of ideas
- Learn more about things of interest
- Prepare for graduate or professional school
- Other:

**6. What clubs/organizations/teams are you involved with on campus? (Check all that apply.)**

- Academic clubs
- Student government
- Athletic teams
- Intramural sports
- Social organizations
- Drama/music ensembles
- Campus ministries

**Section 2: The Plan (Please complete with your advisor.)**

**1. I think these three changes, techniques, and/or strategies will help me meet Satisfactory Academic Progress:**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

**Part II - Academic Plan (continued)**

**Section 2: The Plan (continued)**

2. Name two campus resources that can help you achieve Satisfactory Academic Progress:

a.

b.

**Students may or may not have repeat options available. Courses repeated for grades of F should be included in hours to be recommended to take, but not so for repeated courses with grades of greater than F. Hours may only count once toward degree completion.**

<b>3. In the fall semester, I will earn a minimum Grade Point Average (GPA) of</b>	<b>#DIV/0!</b>
Enter Hours Enrolled <input style="width: 80px;" type="text"/> Quality Points Earned <input style="width: 80px;" type="text"/>	GPA calculated above

<b>4. In the spring semester, I will earn a minimum GPA of</b>	<b>#DIV/0!</b>
Hours Enrolled <input style="width: 80px;" type="text"/> Quality Points Earned <input style="width: 80px;" type="text"/>	GPA calculated above

**The calculator below may be used to complete Quality Points Earned in Sections 3 and 4.**

Quality points are issued based on final letter grades per credit hour as below:

A = 4 points times credit hours of course	Hours	<input style="width: 60px;" type="text"/>	x 4 =	0
B = 3 points times credit hours of course	Hours	<input style="width: 60px;" type="text"/>	x 3 =	0
C = 2 points times credit hours of course	Hours	<input style="width: 60px;" type="text"/>	x 2 =	0
D = 1 point times credit hours of course	Hours	<input style="width: 60px;" type="text"/>	x 1 =	0
Total QP's				0

5. I understand that I must submit a written appeal to my academic advisor to change this Academic Plan. I must explain what has happened to make the change(s) necessary and how I will be able to make academic progress based on these changes. The academic advisor must approve the revised Academic Plan. I understand that a revised Academic Plan may adversely affect my eligibility for continued enrollment and financial aid.

6. I understand that failure to follow this Academic Plan may result in academic and financial aid suspension at the end of the first or second semester of the plan.

7. I understand that my academic progress will be reviewed by the Academic Council at the end of the first semester of the plan. I understand that if the Academic Council determines that I have not made academic progress or that I have not followed the approved Academic Plan, I will be academically suspended at that time with no right to an appeal.

Student Signature

Date

