

Satisfactory Academic Progress (SAP) Appeal & Action Plan

Student Name: _____ Heidelberg ID: 000-_____

Date: _____

Missing SAP standards usually means life got in the way. To appeal this and get your financial aid back on track, you need to complete this two-step form to show us **what went wrong in the past and how you plan to succeed in the future.**

Step 1: Tell Us Your Story (The Past)

Give a brief overview of the challenges you faced and how they affected your ability to keep up with your classes. Please be as detailed as possible.

Important Note on Documentation: If you have documentation that supports your situation (like a doctor's note, medical bills, a mechanic's receipt, or an obituary), please attach a copy to this form.

Need an idea of what to write? (Here are a few examples)

Example 1 (Mental Health/Academics): *“My first semester at Heidelberg, I felt overwhelmed by the academic rigor. I didn’t know how to ask for help, developed severe anxiety, and fell so far behind that I stopped attending classes.”*

Example 2 (Medical Emergency): *“I was in a car accident in November and severely broke my right arm. Between the hospital stay and physical therapy, I missed class time and couldn’t type or write.”*

Example 3 (Family/Personal Care): *“During the spring term, my grandmother’s health declined. Because we are a single-mother household, I had to drive home every Friday to help care for her, which took a massive toll on my academics.”*

Example 4 (Wrong Major/Focus): “I didn’t perform well in my science courses because I struggled with the material, but I performed very well in my three humanities-based classes.”

Your Explanation: _____

[illegible]

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Step 2: Your Action Plan (The Future)

An explanation tells us what went wrong, but an Action Plan tells us how you are going to fix it. In the table below, list your specific issues and the concrete steps or campus support systems (like the OWENS Center, professors, or advisors) you will use to succeed moving forward.

Examples of Action Plans:

- If the issue was anxiety/rigor: "I got connected to the Owen Center for Teaching and Learning, for support, met with my advisor to map out a manageable schedule, and will attend weekly study tables."
- If the issue was a busy work schedule: "I am talking to my coach about getting an on-campus work-study position instead, which offers the flexibility I need to prioritize my classes."
- If the issue was family care: "My uncle has moved in to help care for my grandmother, so I no longer need to travel home on weekends and can focus entirely on studying."
- If the issue was the wrong major: "I am changing my major to Humanities, where my academic strengths are, and I am currently enrolled in the prerequisites."

The Issue (What happened?)	Your Action Plan (What will change, and what campus resources will you use so it doesn't happen again?)
Example: <i>Anxiety and struggled with course load.</i>	<i>I am connecting with the OWENS Center for academic support and will attend weekly study tables.</i>
Your Issue 1:	Your Action Plan 1:
Your Issue 2 (If applicable):	Your Action Plan 2:

By signing below, I certify that the information provided in this appeal is true and accurate. I understand that getting my financial aid back is a partnership between me and Heidelberg University.

- I will follow the Action Plan I outlined above to the best of my ability.
- I will attend regular check-ins with my academic advisor to monitor my progress.
- If I feel myself falling behind or getting overwhelmed again, I will reach out for help immediately.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY (INITIAL + DATE ONCE COMPLETE)

Appeal Approved: _____

Reviewer Signature: _____ Date: _____



Office of Financial Aid
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