



## Satisfactory Academic Progress (SAP) Appeal

Academic Year 2023-2024

You may appeal your financial aid satisfactory academic progress (SAP) status if *unusual circumstances* interfered with your ability to meet SAP standards. Examples of unusual circumstances include, but are not limited to: death of a family member, documented disability, divorce, serious injury or illness, personal issues, reinstatement after academic suspension, or returning to school after an extended period of time.

It is in your best interest to submit an appeal as soon as you receive your suspension notice. **The deadline for submitting a SAP appeal is the census date of the term for which you are appealing. (Census date is the last date of the term to drop/add classes without an appeal.)** Your financial aid awards will be canceled, funds will be returned to their programs, and awarded to other eligible financial aid recipients at the time of suspension. In that case, if your appeal is granted, your aid will be reinstated based on funds available.

To appeal your SAP status, you must complete and submit this appeal form **with the required supporting documentation and signatures**, to the SAP Appeals Committee address listed on this form. Within 10 business days after your appeal is received, you will be notified by email as to whether your appeal was approved or denied.

The committee will not review an incomplete appeal. It is your responsibility to ensure the advisor section has been completed prior to submitting your appeal.

### Return this completed form by:

**Mail:** Financial Aid & Scholarships  
University of Minnesota Crookston  
2900 University Ave  
Crookston MN 56716

**Email:** [umc-fa@umn.edu](mailto:umc-fa@umn.edu)

**Fax:** 218-281-8579

### Questions?

Ph: 218-281-8550

[umc-fa@umn.edu](mailto:umc-fa@umn.edu)

Student Information			
Full Name		Student ID Number	
UMC Email		Contact Phone Number	
What term are you Appealing:      FALL 2023      SPRING 2024      SUMMER 2024			
Reason for financial aid SAP Suspension Please check all that apply:  <input type="checkbox"/> Credit completion ratio ( <i>must be above 67%</i> ) <input type="checkbox"/> GPA ( <i>must be above 2.00</i> ) <input type="checkbox"/> Maximum timeframe exceeded ( <i>cannot be above 180 credits</i> ) <input type="checkbox"/> Readmission after collegiate dismissal/suspension ( <i>must appeal if on contract</i> )			

### **Explain your unusual circumstances**

You must attach appropriate supporting documentation to this form according to these guidelines:

- If a family member or significant person in your life has died, please attach a copy of the obituary or death certificate.
- If you, a family member, or significant person your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or a police report, and/or a hospital bill.
- If you or your parent has had a divorce, please attach a copy of a letter from an attorney or divorce decree.
- If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, lawyer, or other professional third party.
- If you have reduced your work schedule to allow for more time in which to study, please provide a letter from your employer.
- If you are appealing for Maximum Time Frame, please explain why you have not received your intended degree within the allowed time frame.

Be specific in describing factors that caused you to fail to meet SAP standards. Attach supporting documents and any additional pages (if necessary to complete your statement).

### **Explain what has changed that will allow you to meet SAP standards**

Be specific in describing the actions you will take to improve your academic performance.

Advisor's statement and academic plan													
<p>Advisor: Please review with the student the reason for SAP Suspension, then work with the student to develop an academic plan that, if successfully followed, will result in the student attaining the required standard by a specific time.</p> <p>What tool did you use to develop the academic plan for the student? Attach a copy of the plan to this appeal.</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Grad planner                <input type="checkbox"/> APAS                <input type="checkbox"/> Other         </p> <p>What type of appeal is the student filing?</p> <p style="margin-left: 40px;"> <input type="checkbox"/> GPA                <input type="checkbox"/> Credit completion                <input type="checkbox"/> Readmission after collegiate suspension         </p> <p>Is the student's academic plan reasonable in terms of semester hours and class difficulty?      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you anticipate it will take longer than one term for the student to attain standards?      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, by what term should we reasonably expect the student to attain minimum SAP standards? To maintain eligibility for financial aid, the student will be required to confirm that he or she is following the agreed upon plan each term until standards are met.</p> <p style="margin-left: 40px;">           Fall 23 <input type="checkbox"/>                Spring 24 <input type="checkbox"/>                Summer 24 <input type="checkbox"/> </p> <p style="margin-left: 40px;"><u>Maximum timeframe appeal:</u></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Does the plan ensure timely completion of the degree?      Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the student seeking a second undergraduate degree?      Yes <input type="checkbox"/> No <input type="checkbox"/></p> </div> <table border="1" style="width: 35%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 5px;">Number of Future Credits Required for Degree</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Credits already completed</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 5px;">Currently Enrolled</td> <td style="text-align: center;">+</td> </tr> <tr> <td style="padding: 5px;">Future Credits</td> <td style="text-align: center;">+</td> </tr> <tr> <td style="padding: 5px;">Total for Degree</td> <td></td> </tr> </tbody> </table> </div>				Number of Future Credits Required for Degree		Credits already completed		Currently Enrolled	+	Future Credits	+	Total for Degree	
Number of Future Credits Required for Degree													
Credits already completed													
Currently Enrolled	+												
Future Credits	+												
Total for Degree													
Student's Degree Program													
Projected Grad Date		Number of Credits Remaining											
<p>Please add comments or recommendations for student to assist with his/her future academic success (e.g., referral to the Student Success Center, referral to Counseling Services, recommendation to reduce work hours, recommendation to change classes).</p> <div style="height: 150px; border: 1px solid black;"></div>													
Advisor name (please print legibly)/ Title													
Department													
Advisor's Signature		Date											

Student Certification	
<p>I understand I must successfully complete the academic plan developed and agreed upon with my advisor to remain eligible for financial aid.</p>	
Signature	Date