

2017-2018 Satisfactory Academic Progress (SAP) Appeal Form

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 and their funds will be returned to their programs and awarded to other eligible financial aid recipients. In that case, if your appeal is granted, your aid will be reinstated based on funds available at the time.

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 15 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 to:

Office of Financial Aid & Scholarships
 University of Minnesota Crookston
 4 Hill Hall
 2900 University Ave
 Crookston MN 56716

800-862-6466
 218-281-8550
 Fax: 218-281-8579
umc-fa@umn.edu

Student Information	
Name (last, first, middle initial)	Student ID Number
University email address	Phone Number
What term are you Appealing: <input type="checkbox"/> FALL 2017 <input type="checkbox"/> SPRING 2018 <input type="checkbox"/> SUMMER 2018	
Reason for financial aid SAP Suspension (available at http://www1/crk.umn.edu/financial/aid/) 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>)	

Section B. 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).

Section C: 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.

Section D. Advisor's statement and academic plan

Advisor: Please review with the student the reason for SAP Suspension (See Section A), 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.

What tool did you use to develop the academic plan for the student? Attach a copy of the plan to this appeal.

Grad planner APAS Other

What type of appeal is the student filing?

GPA/credit completion/readmission after collegiate suspension

Is the student's academic plan reasonable in terms of semester hours and class difficulty? Yes No

Do you anticipate it will take longer than one term for the student to attain standards? Yes No

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.

fall 20___ spring 20___ May/sumer 20___

Maximum timeframe appeal

Does the plan ensure timely completion of the degree? Yes No

Is the student seeking a second undergraduate degree? Yes No

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

Please add comments or recommendations for student to assist with his/her future academic success (e.g., referral to the Academic Assistance Center, referral to Career and Counseling Services, Recommendation to reduce work hours, recommendation to change classes).

Advisor (please print legibly)/ Title

Department

Advisor's Signature

Date

Section E. Student Certification

I understand I must successfully complete the academic plan developed and agreed upon with my advisor to remain eligible for financial aid.

Student Signature

Date