

## 2009 - 2010 Satisfactory Academic Progress Appeal

You are required to make financial aid Satisfactory Academic Progress (SAP) in your degree or certificate program to be eligible for financial aid consideration. Standards are defined in the University of Minnesota, Morris financial aid policy on Satisfactory Academic Progress. Your record is evaluated by the Financial Aid Office in three areas: credit completion ratio, cumulative grade point average (GPA), and maximum timeframe (maximum 180 credits).

Completed SAP Appeal forms and documentation must be submitted within 4 weeks of the term start date.

If mitigating circumstances beyond your control caused or contributed to your inability to meet the SAP requirements, submit this appeal form with supporting documentation *within 4 weeks of the term start date*. By submitting this form to the SAP Appeal Committee, you are requesting reinstatement of your financial aid eligibility. The information you provide is an explanation of why you have been unable to meet the SAP requirements. The SAP Appeal Committee will review your appeal and notify you of their decision. If your appeal is not approved all aid awarded to you will be canceled.

**You must take each of the following steps to complete the appeal process:**

- 1. Complete sections A, B and C on the front and back of this form.**
  - Attach documentation that supports your explanation (for example, a doctor's statement, an obituary for a close family member, a request for withdrawal due to active military service duty, or a letter from a counselor). If you have previously submitted this information to the Scholastic Committee or to another office on campus you may make this information available by indicating so in Section B.
  - Sign the back of this form in Section C.
- 2. Submit the signed form and attachments to the SAP Appeal Committee at 309 Behmler Hall.**
- 3. Respond immediately if your appeal form is returned to you for missing and/or additional information.**
- 4. Allow 20 business days for a review and decision by the SAP Appeal Committee.**

To complete this form online, place your cursor in a field and type. Please print the form to add your signature.

<b>Section A</b>		<b>Student Information</b>	
Name (last, first, middle initial)	Campus E-mail	Student ID Number	
Address (PO Box or street, city, state, ZIP)	Home Telephone Number	Local Telephone Number	
	Name of Advisor		
<p><b>Reason(s) for the appeal (check all that apply)</b></p> <p>I have failed to meet the SAP standard for:</p> <p><input type="checkbox"/> minimum cumulative GPA</p> <p><input type="checkbox"/> minimum credit completion ratio</p> <p><input type="checkbox"/> maximum timeframe – maximum 180 credits (include a list of remaining coursework and estimated graduation date from your academic advisor)</p>			
<div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> <p>Current degree or certificate program</p>			

## Section B

## Appeal Explanation

Please explain why you have one or more of the following circumstances: a cumulative GPA that is below the minimum requirement for your program; failure to complete the number of credits attempted; or failure to complete your certificate or degree program within the timeframe. Attach additional pages if necessary.

By checking this box and signing this document, I authorize the SAP Appeal Committee to obtain copies of the information I submitted to other campus offices (Indicate in your explanation below from which offices you would like the SAP Appeal Committee to obtain information).

## Section C

## Student Signature

To the best of my knowledge all of the information on this form is complete and correct.

Student Signature

Date

Return completed form to the SAP Appeal Committee:  
Satisfactory Academic Progress Appeal Committee  
309 Behmler Hall  
600 E. 4<sup>th</sup> St.  
Morris, MN 56267