

**SATISFACTORY ACADEMIC PROGRESS
APPEAL FOR UNDERGRADUATE AND
MASTER'S DEGREE STUDENTS**

**Return this form to the
SAP Appeals Committee**
In person on campus:
333 Science Teaching & Student Services
130 West Bank Skyway
130 Coffey Hall

By mail to:
One Stop Student Services Center
University of Minnesota, Twin Cities
PO Box 835
Minneapolis, MN 55440

DIRECTIONS—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, divorce, serious injury or illness, personal issues, death of a family member, documented disability, reinstatement after academic suspension, or a return to school after an extended period of absence.

To file an appeal:

- Complete Sections A, B, and C of this form.
- Gather supporting documentation.
- Meet with your adviser to develop an academic plan that will result in you meeting SAP standards. Attach a copy of your plan to this appeal. Your adviser must complete Section D.
- Sign Section E of this form.
- Submit the completed form, **with the required documentation, academic plan, and signatures.**

Within 15 business days after your appeal is received, you will be notified by email as to whether your appeal was approved or denied.

It is in your best interest to submit an appeal as soon as you receive your suspension notice. If your appeal is not approved by the end of the fifth week of the term in which you have suspension status, 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 ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

SECTION A. Student information	
Name (last, first, middle initial)	University ID
University email @umn.edu	Phone (include area code)
Reason for financial aid SAP suspension (available at Financial Aid Status, at http://onestop.umn.edu ; check all that apply):	
<input type="checkbox"/> GPA <input type="checkbox"/> Credit completion ratio <input type="checkbox"/> Maximum time frame exceeded <input type="checkbox"/> Readmission after collegiate suspension	
SECTION B. Explain your unusual circumstances	
You must attach appropriate supporting documentation to this form according to these guidelines:	
<ul style="list-style-type: none"> • 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 a significant person in 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 the 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. 	
Be specific in describing the factors that caused you to fail to meet SAP standards. Attach supporting documents and any additional pages (if necessary to complete your statement).	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	



To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



Please recycle.

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 performance. Attach additional pages if necessary.

SECTION D. Adviser's statement and academic plan

Adviser: The University of Minnesota Satisfactory Academic Progress standard requires a minimum cumulative GPA of 2.0 for undergraduates and 2.8 for graduates, successful completion of 75% of courses attempted for undergraduates and 67% for graduates, and attempts at no more than 150% of the total credit hours for a degree.

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. This section must be completed for this appeal to be processed.

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

Do you anticipate that the student can reasonably attain the required GPA in one term? yes no

If no, indicate by what term the student could reasonably be expected to attain minimum GPA standards and what GPA will be required each term to meet standards by that time.

fall 20__ spring 20__ May/summer 20__ Average GPA needed each term: ____

- Credit completion ratio

The student will be required to complete 100% of coursework attempted. Is the student's academic plan for the upcoming term reasonable in terms of semester hours and class difficulty? yes no

- Maximum time frame appeal

Is the student seeking a second degree? yes no

Student's degree program	Projected graduation date	Number of credits remaining to complete program
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Please add comments, indicate any concerns you have about plan viability, and recommend any action to assist the student with academic success (e.g., referral to the University Learning Center, referral to Career Services, recommendation to reduce work hours or change classes).

Adviser	Title	
Department/College	University email @umn.edu	Phone
Adviser's signature	Date	

SECTION E. Student certification

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

Student's signature	Date
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