2012-2013  Financial Aid Satisfactory Academic Progress Appeal Form

Satisfactory Academic Progress (SAP) Requirements

1. Minimum cumulative grade point average (GPA) of 2.0 for Undergraduate students / 3.0 for Graduate students
2. Minimum completion rate of 70% (total earned credits/total attempted credits)
3. Maximum Time Frame of 180 attempted credits for bachelor’s degree; maximum of 90 attempted credits for associate’s degree; maximum 150% of defined program length for certificate programs.


Students placed in Financial Aid Termination Status, if not academically suspended or dismissed, may appeal for reinstatement of financial aid when extenuating circumstances exist. Support from the student’s academic advisor or other academic official as appropriate is required. Appeals are reviewed by representatives of the Financial Aid Office with input from academic administrators when appropriate.

The Student Must:

- Submit a personal statement explaining why you failed to achieve satisfactory academic progress. The statement should include any relevant factors such as illness; unusual demands upon you due to family, work, or life circumstances; and your perspective on what led to this academic difficulty. Third-party documentation supporting your appeal is recommended.

- Explain how your circumstances have changed, allowing you to successfully make satisfactory academic progress.

- Meet with your advisor to develop an academic plan. See the chart below for guidance if you need assistance with contacting your advisor.

<table>
<thead>
<tr>
<th>College</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manning School of Business</td>
<td>Frank Andrews</td>
<td>(978) 934-2816</td>
<td><a href="mailto:Frank_Andrews@uml.edu">Frank_Andrews@uml.edu</a></td>
</tr>
<tr>
<td>Francis College of Engineering</td>
<td>Betti Fortin</td>
<td>(978) 934-2573</td>
<td><a href="mailto:Betti_Fortin@uml.edu">Betti_Fortin@uml.edu</a></td>
</tr>
<tr>
<td>College of Fine Arts, Humanities &amp; Social Sciences (with declared major)</td>
<td>Contact your academic department directly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Fine Arts, Humanities &amp; Social Sciences (undeclared)</td>
<td>Francis Talty</td>
<td>(978) 934-4328</td>
<td><a href="mailto:Francis_Talty@uml.edu">Francis_Talty@uml.edu</a></td>
</tr>
<tr>
<td>School of Health &amp; Environment</td>
<td>Pauline Ladebauche</td>
<td>(978) 934-4419</td>
<td><a href="mailto:Pauline_Ladebauche@uml.edu">Pauline_Ladebauche@uml.edu</a></td>
</tr>
<tr>
<td>College of Sciences</td>
<td>Liz Fortin</td>
<td>(978) 934-3839</td>
<td><a href="mailto:Elizabeth_Fortin@uml.edu">Elizabeth_Fortin@uml.edu</a></td>
</tr>
<tr>
<td>Graduate Students</td>
<td>Contact your academic department directly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Janet King</td>
<td>(978) 934-2241</td>
<td><a href="mailto:Janet_King@uml.edu">Janet_King@uml.edu</a></td>
</tr>
</tbody>
</table>

- Return the completed appeal form with documentation to the Financial Aid Office by specified deadline below:
  - Summer 2012 Semester: June 28, 2012
  - Fall 2012 Semester: September 18, 2012
  - Spring 2013 Semester: February 4, 2013

IMPORTANT:

- SAP appeal is for financial aid purposes only
- SAP appeal does not substitute for University review of your academic standing

Last updated 06/10/2012
Satisfactory Academic Progress (SAP) Appeal

Student Name: _____________________________       Student ID: _________________

Semester for which you are appealing (circle one):       SUMMER 2012       FALL 2012       SPRING 2013

1. Provide a personal statement detailing the reasons and circumstances you are not meeting the satisfactory academic progress standards. Attach supporting documentation.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

2. Explain how circumstances have changed and will allow you to meet the satisfactory academic progress standards if your financial aid eligibility is extended. Use extra pages if necessary.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Student Signature ___________________________________________ Date ____________________________
Satisfactory Academic Progress Appeal

Advisor/ Student Academic Plan Form

Student Name: ___________________________________________  Student ID: ______________

This form must be used to support a student’s appeal for the reinstatement of financial aid. *It is not to be used for suspension or dismissal by the university.*

**To be completed by Academic Advisor:**

<table>
<thead>
<tr>
<th>Semester for which student is appealing (circle one):</th>
<th>SUMMER 2012</th>
<th>FALL 2012</th>
<th>SPRING 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of credits required for semester:</td>
<td>____________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum GPA required for semester:</td>
<td>____________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Undergraduate students – attach degree audit.

**Other:** Other criteria which must be met: (e.g. change of major, specific courses required, regular meetings with academic support services)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Advisor Signature  Date

________________________________________________________________________________________

Student Signature  Date