



*** KEEP THIS PAGE FOR YOUR RECORDS ***

Satisfactory Academic Progress (SAP) Requirements

1. Minimum cumulative grade point average (GPA) of 2.0 for Undergraduates; 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.

*Complete published SAP policy is available at www.uml.edu/sap

IMPORTANT:

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

SAP STATUS APPEAL INFORMATION:

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

THE STUDENT MUST:

- Submit a personal statement explaining why they failed to achieve satisfactory academic progress. The statement should include any relevant factors such as illness; unusual demands due to family, work, or life circumstances; and perspective on what led to the academic difficulty. We recommend providing third-party documentation to support the appeal.
- Explain how circumstances have changed which will ensure they attain satisfactory academic progress.
- Meet with your college S.A.P. contact, listed below, to develop an academic plan. See below for contact information.

College	Contact	Phone	Email
Manning School of Business	Leticia Porter Carol Towle	978-934-2853 978-934-2744	Leticia_Porter@uml.edu Carol_Towle@uml.edu
Francis College of Engineering	Kavitha Chandra	978-934-3356	Kavitha_Chandra@uml.edu
College of Fine Arts, Humanities & Social Sciences (with declared major)	Karen Humphrey-Johnson	978-934-2105	Karen_humphreyjohnson@uml.edu
College of Fine Arts, Humanities & Social Sciences (undeclared <u>only</u>)	Francis Talty	978-934-4328	Francis_Talty@uml.edu
College of Health Sciences	Pauline Ladebauche	978-934-4419	Pauline_Ladebauche@uml.edu
College of Sciences	Stephen Norton	978-934-3844	Stephen_Norton@uml.edu
Continuing Education	Cathy Hamilton	978-934-3939	Catherine_Hamilton@uml.edu
Centers for Learning	Students can get help with academic plans	978-934-2936	
Graduate Students	Contact your academic department directly		

- Return the completed appeal form with documentation to The Solution Center by specified deadline below:

Fall 2018 Semester	September 18, 2018	(last day of fall term add/drop)
Spring 2019 Semester	February 4, 2019	(last day of spring term add/drop)



*** KEEP THIS PAGE FOR YOUR RECORDS ***

Examples of Mitigating Circumstances and Recommended Documentation

This list is not all-inclusive as there may be other types of acceptable documentation. Be sure the dates of the documentation coincide with the dates you attended UMass Lowell and the terms that have affected your academic performance. Submitting an appeal with supporting documentation does not guarantee approval of the appeal.

Nature of appeal	Recommended documentation
Medical condition or illness	Doctor’s note (on letterhead) and/or hospital records
Death of an immediate relative	Obituary notice and/or death certificate AND explain the relationship between student and decedent
Divorce or separation	Divorce decree, signed letter from attorney (on letterhead), signed statement from counselor or therapist
Job schedule conflict	Signed statement of schedule change / overtime hours worked from employer (on letterhead) OR copies of timesheets / paycheck stubs documenting hours worked (must have company name printed on timesheets)
Military Service	Copy of your military orders, a DD-214 showing dates of service, OR a letter from your commanding officer describing the dates and duration of service
Second degree or program	Explanation of programs and progress, including academic goals and remaining credits to program completion
Readmission following suspension or under the UMass Lowell FRESH START program	Submit a letter explaining in detail the nature and dates of your suspension / withdrawal and the life circumstances you had at the time that led to your suspension or withdrawal
Illness, injury, or medical condition of a family member that required your care	Provide documentation from a health care professional. Explain the relationship between the student and the family member (e.g, parent, sibling, child)
Other extenuating circumstance	Provide documentation to support your situation, explaining why the situation was beyond your control and why it impacted your academic performance



Student ID: _____

Last Name: _____

Phone Number: _____

First Name: _____

Email Address: _____

Student Personal Statement

Semester for which you are appealing (check one): FALL 2018 | SPRING 2019

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 additional pages if necessary.

CERTIFICATION

By signing this form, I certify all information reported on this form and within the enclosed documentation is complete and correct. I understand that providing false or misleading information may result in a fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all financial assistance.

Student Signature

Date



Student ID: _____

Last Name: _____

Phone Number: _____

First Name: _____

Email Address: _____

Advisor / Student Academic Plan Form

Use this form to support a student's appeal for reinstatement of financial aid. **Not to be used for suspension or dismissal by the university.**

Completed by Academic Advisor:

Semester for which student is appealing (check one): FALL 2018 | SPRING 2019

Number of credits required for the semester: _____

Minimum GPA required for the semester: _____

Undergraduate students – attach advising report

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

Advisor Name (Printed)

Advisor Signature

Date

Student Signature

Date