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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 S.A.P. policy is available at <http://www.uml.edu/sap>

IMPORTANT:

- S.A.P. appeal is for financial aid purposes only
- S.A.P. appeal does not substitute for University review of your academic standing

S.A.P. STATUS APPEAL INFORMATION:

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 due to family, work, or life circumstances; and perspective on what led to the academic difficulty. Third-party documentation supporting the appeal is recommended.
- Explain how circumstances have changed, which will ensure satisfactory academic progress is attained.
- Meet with your college S.A.P. contact, listed below, to develop an academic plan. See below for contact information.
- Return the completed appeal form with documentation to The Solution Center by specified deadline below:
June 20, 2019

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 (no academic suspension)	Karen Humphrey-Johnson	978-934-2105	Karen_humphreyjohnson@uml.edu
College of Fine Arts, Humanities & Social Sciences (w/ academic suspension)	Wael Kamal	978-934-44780	Wael_Kamal@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		



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Examples of Mitigating Circumstances and Recommended Documentation

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

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: _____

First Name: _____

Phone Number: _____

Email Address: _____

Please update your account in SiS if the email address and phone number listed above is different.

Student Personal Statement

Summer 2019 S.A.P. Appeal

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: _____ First Name: _____
 Phone Number: _____ Email Address: _____
Please update your account in SiS if the email address and phone number listed above is different.

Advisor / Student Academic Plan Form

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:

Semester for which student is appealing: Summer 2019

Number of credits required for semester: _____

Minimum GPA required for 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