



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

**Satisfactory Academic Progress (S.A.P.) 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 [www.uml.edu/sap](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 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. This 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 is recommended 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.

College	Contact	Phone	Email
Manning School of Business	Contact Listed Advisor		
Francis College of Engineering	Kavitha Chandra	978-934-3356	<a href="mailto:Kavitha_Chandra@uml.edu">Kavitha_Chandra@uml.edu</a>
College of Fine Arts, Humanities & Social Sciences (no academic suspension) **	Karen Humphrey-Johnson	978-934-2105	<a href="mailto:Karen_humphreyjohnson@uml.edu">Karen_humphreyjohnson@uml.edu</a>
College of Fine Arts, Humanities & Social Sciences (w/ academic suspension) **	Wael Kamal	978-934-4780	<a href="mailto:Wael_Kamal@uml.edu">Wael_Kamal@uml.edu</a>
College of Health Sciences	Nicole Champagne	978-934-4132	<a href="mailto:Nicole_Champagne@uml.edu">Nicole_Champagne@uml.edu</a>
College of Sciences	Stephen Norton	978-934-3844	<a href="mailto:Stephen_Norton@uml.edu">Stephen_Norton@uml.edu</a>
Undergraduate Online and Professional Studies	Contact your Academic Advisor	978-934-2474	<a href="mailto:continuing_education@uml.edu">continuing_education@uml.edu</a>
Centers for Learning	Students can get help with academic plans	978-934-2936	
Graduate Students	Contact your academic department directly		

\*\*The School of Education is now part of the College of Fine Arts, Humanities, and Social Sciences

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

Fall 2021 Semester	September 15, 2021	(last day of fall term add/drop)
Spring 2022 Semester	January 31, 2022	(last day of spring term add/drop)



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### **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.

<b>Nature of appeal</b>	<b>Recommended documentation</b>
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 (**Circle one**):      FALL 2021   |   SPRING 2022

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 (**circle one**):    FALL 2021    |    SPRING 2022

Number of credits required for the semester (**check one**):     Less than part-time (5 credits or less)

**Note:** student will be ineligible for most aid at less than half-time

6-11 credits (this is UGRD part time, full time for GRAD)

Full-time (12+ credits)

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