

## Satisfactory Academic Progress (SAP) Appeal

Student Financial Services  
PO Box 800  
Ward Edwards 1100  
Warrensburg, MO 64093  
Office 660-543-8266  
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Email for documents only  
[financialassistance@ucmo.edu](mailto:financialassistance@ucmo.edu)

SAP

**Student's Name** \_\_\_\_\_  
Please print.

**700** \_\_\_\_\_

**Student's Local/Campus Mailing address** \_\_\_\_\_

**Student's Preferred Telephone number** ( \_\_\_\_\_ ) \_\_\_\_\_

**Deadlines for submitting appeals:**

Fall Semester 2024 – 8/19/2023

Spring Semester 2025 – 1/13/2025

Summer Semester 2025 – 6/15/2025

The UCM Standards of Satisfactory Academic Progress may be reviewed at  
<https://www.ucmo.edu/future-students/financing-your-education/financial-aid-policies/>

Your appeal should explain in as much detail as possible why you failed to meet one or more of the UCM Standards of Satisfactory Academic Progress. Your appeal must be specific and complete. In accordance with federal law, appealing by telephone or in person is not permitted.

Explain any personal, family, or economic circumstances you believe impacted your ability to meet the standard(s). Circumstances may include:

- Illness or injury (you, your spouse or child)
- death of a close family member
- family difficulties (divorce, separation, etc.)

Documentation **MUST** be provided to explain the circumstances described in your written appeal. The following are examples of documents that may apply to your situation:

- signed statements from counselors, instructors, doctors or other professionals on their letterhead
- copies of benefits statements or medical bills
- death or birth certificates
- legal documents
- copies of repair bills

Appeals must document true hardships that caused you to perform poorly in class. Failure to attend class, purchase books/materials, etc. are not considered grounds for an appeal. You must also explain how you plan to ensure you'll meet the Standards of Satisfactory Academic Progress in the future, if the privilege of receiving federal financial aid is restored to you.

