

SATISFACTORY ACADEMIC PROGRESS APPEAL

UCM use only

SAP

Student's Name (please print) _____ 700 _____
UCM ID Number

Local/Campus Mailing Address: _____

Preferred Telephone Number: (_____) _____

This document should be used to explain in as much detail as possible why you failed to meet one or more of the UCM **Standards of Satisfactory Academic Progress**. Complete information about this policy may be reviewed at <https://www.ucmo.edu/future-students/tuition-costs-and-financial-aid/financing-your-education/financial-aid-policies/index.php>.

<p>Deadlines for appeals: Fall Semester 2018: 8/13/2018 Spring Semester 2019: 1/14/2019 Summer Semester 2019: 5/31/2019</p>
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Documentation **MUST** be provided to explain any of the circumstances that you describe in your written appeal. Examples of the types of documents that may apply to your situation are:

- 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

In accordance with federal law, appealing by telephone or in person is **not** permitted. Your appeal must be specific and complete. Be sure to 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.)

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

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