

Academic Year: 2024 - 2025

Form: Satisfactory Academic Progress (SAP) Appeal Form

Student's ID # _____

Student's Name: _____

Please scan and submit your appeal documents at <https://www.umgc.edu/help/submit-case>

Failure to meet the minimum requirements of UMGC's SAP policy ([umgc.edu/sap](https://www.umgc.edu/sap)) has resulted in suspension of your eligibility for financial aid. The purpose of this appeal is to request temporary reinstatement for one semester of half-time enrollment (6 credits) on Probation status. If your appeal is approved, you will be required to meet all cumulative SAP standards by the end of the semester. **Appeals from students who are not mathematically able to meet SAP within one half-time semester will not be considered.**

INSTRUCTIONS

1) Indicate which probationary semester you are requesting:

Summer 2024 (**August 1 deadline**)

Fall 2024 (**November 1 deadline**)

Spring 2025 (**April 15 deadline**)

2) Check the appropriate option below:

I am currently not meeting SAP after Spring 2024 due to unexpected, extenuating circumstances that occurred during the semester(s) in question.

I am currently not meeting SAP after Spring 2024, but have since earned credit(s) that would result in SAP being regained.

I am currently not meeting SAP after Spring 2024, but have undergone a grade change from the previous aid year that would result in SAP being regained.

3) If you selected *Option 2* or *3* in Step 2, skip to Step 5. If you selected *Option 1*, fill in the boxes below with the following information (note: if you need additional space, please submit a separate document):

- ✓ Address each individual semester in which you received a **D**, **F**, **FN** or **W** grade (plus **C** grades for graduate students)
- ✓ Explain the circumstances that led to those grades, including specific dates for all events mentioned
- ✓ Explain how those circumstances have been resolved, allowing you to focus on school now; and the steps you will take to improve your academic performance
- ✓ Indicate the attached supporting documentation for each circumstance

Semester(s)	Documentation for semester in question	Circumstances

Semester(s)	Documentation for semester in question	Circumstances

4) Include any and all relevant documents that support each circumstance / event mentioned in your personal statement, such as medical documentation, death certificates, employment termination letters, or military orders. Appeals without full supporting documentation will not be considered. Testimonial statements from third party professionals (doctors, lawyers, clergy members, counselors) with direct knowledge of the circumstances in question may be included, but must be typed on their office letterhead and signed by hand.
 ** Please refrain from submitting photos containing graphic content. **

5) Sign and date this form to indicate that you have read it and the SAP policy in full.

6) Scan your appeal form and supporting documents (if applicable) and submit them to the Financial Aid Office via UMGC’s secure document submission page, <https://www.umgc.edu/help/submit-case>. Be sure that your scans are clear and legible and that all attachments have a Windows compatible file extension, such as “.jpg” or “.pdf.” Scans that are illegible or cannot be opened may cause your submission to be rejected or delayed.

REVIEW PROCESS

You will be notified via email if your submission is complete and has been forwarded to the Financial Aid SAP Committee for review. The committee typically makes its appeal decisions and notifies students within 10 business days of receipt, but appeal processing can take longer during peak times between semesters. Each appeal is considered on an individual basis, however a new appeal cannot be approved if it is based on circumstances that were used in a prior appeal.

All decisions of the Financial Aid SAP Committee are final and cannot be appealed.

If you have an overdue balance from a current or previous term, submission of an appeal does **NOT** hold your classes, suspend billing, or prevent your account from being sent to collections. Please contact the Office of Student Accounts with any questions regarding your balance due.

I, the undersigned, attest that I have read this form and UMGC’s SAP policy in full and that the information provided in my appeal is true and accurate to the best of my knowledge.

Student’s Signature _____ Date _____