

UMBC

Office of Financial Aid and Scholarships
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SATISFACTORY ACADEMIC PROGRESS APPEAL

If you feel that there were extenuating circumstances that prevented you from meeting SAP standards, you may appeal your loss of aid eligibility. To do so, you must complete this form in its entirety and follow directions to submit all requested documentation supporting your claim.

The SAP Appeals Committee will meet to review all complete appeals received by the deadline date stated in your original SAP notification letter. Decision letters will be emailed to students immediately following this review. Decisions made by the SAP Committee are final and cannot be appealed.

APPEAL REQUESTS SUBMITTED AFTER THIS DATE WILL NOT BE CONSIDERED.

I am requesting an appeal for loss of financial aid eligibility for the following reason:

- Grade Point Average below published standards
- High percentage of failed, withdrawn, and/or repeated courses
- Number of attempted credits exceeds degree requirements by 150%

I understand I must submit all of the following information for my appeal to be considered:

- Copy of my unofficial transcript
- Typed one page description of reasons I failed to meet SAP standards: include what has changed, and a plan for future academic success
- Documentation supporting the extenuating circumstances listed in my appeal letter: (i.e.: obituary, death certificate, medical or employment situation, etc. – timeframes should be relevant)
- Completed *Academic Plan of Action Form* (**must** be signed by a UMBC Academic Advisor)
- Additional step for students whose attempted credits exceed degree requirements:
Section C on the *Academic Plan of Action Form* must be completed.

AN APPEAL SUBMITTED WITHOUT ALL OF THE ABOVE INFORMATION (#1- #3 plus *Appeal for Maximum Timeframe Form*, if applicable) WILL NOT BE CONSIDERED.

Name

UMBC ID#

UMBC Email

Phone Number

Complete Address (include street address and zip code)

Signature

Date