

This form is used to appeal financial aid Satisfactory Academic Progress (SAP) suspension if extenuating circumstances interfered with the ability to meet the SAP standards. Examples of unusual circumstances include, but are not limited to, divorce, serious injury or illness, personal issues, death of a family member, documented disability, reinstatement after academic suspension, or a return to school after an extended period of absence.

One Stop Student Services
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600 East 4th Street
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320-589-6046
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To file an appeal:

- Complete Sections A, B, and C of this form.
- Gather supporting documentation.
- Meet with your advisor to develop an academic plan that will result in you meeting SAP standards. Attach a copy of your plan to this appeal. Your advisor must complete Section E.
- Sign Section D of this form.
- Submit the completed form, with the required documentation, academic plan, and signatures.

Within 15 business days after your appeal is received, you will be notified by email as to whether your appeal was approved or denied. If your appeal cannot be completed within 15 business days, you will receive an email with more information. It is in your best interest to submit an appeal as soon as you receive your suspension notice. Appeals should be submitted no later than 30 days prior to the end of the term. SAP appeals submitted after that point may not be considered for review, due to financial aid process deadlines.

Complete this form using black or blue ink and return it to the One Stop with all required documentation. Include your name and student ID number on any additional documents. Processing of your financial aid is on hold until this information is received.

Section A. Student information		
Preferred Name	Primary/Legal Name (last, first, middle initial)	Student ID Number
Phone Number	Name of Advisor	
Reason for financial aid SAP suspension:		
<input type="checkbox"/> GPA	<input type="checkbox"/> Credit completion ratio	<input type="checkbox"/> Maximum time frame exceeded
		<input type="checkbox"/> Readmission after collegiate suspension

Section B. Explain your unusual circumstances
<p>You must attach appropriate supporting documentation to this form according to these guidelines</p> <ul style="list-style-type: none"> • If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, lawyer, or other professional third party. • If you, a family member, or a significant person in your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or a police report, and/or a hospital bill. • If a family member or significant person in your life has died, please attach a copy of the obituary or death certificate. • If you or your parent has had a divorce, please attach a copy of a letter from an attorney or the divorce decree. • If you have reduced your work schedule to allow for more time in which to study, please provide a letter from your employer. <p>Be specific in describing the factors that caused you to fail to meet SAP standards. Attach supporting documents and any additional pages (if necessary to complete your statement).</p>

Section C. Explain what has changed that will allow you to meet SAP standards

Be specific in describing the actions you will take to improve your performance. Attach additional pages if necessary.

Section D. Certification

If you would like the committee to consider documentation or information from other individuals or offices on campus please indicate in your explanation what information will be submitted and from what source. Your request for the SAP Appeal Committee to consider this information will serve as our authorization to collect this information.

I authorize the SAP Appeal Committee to obtain copies of the information or documentation I submitted to other campus offices.

Student Signature

Date

Section E. Advisor's statement and academic plan

The University of Minnesota Satisfactory Academic Progress standard requires a minimum cumulative GPA of 2.0, successful completion of 67% of courses attempted, and no more than 150% of the total hours for a degree (180 credits).

Review with the student the reason for SAP suspension (see Section A), then work with the student to develop an academic plan that, if successfully followed, will result in the student attaining the required standard. This section must be completed for this appeal to be processed.

Step 1. Develop and submit an academic plan (next four semesters or up to graduation with the student)

Attach a copy of the plan to this appeal

Step 2. Is the student filing a GPA appeal? Yes No

If yes, do you anticipate that the student can reasonably attain the required GPA in one term? Yes No

If no, indicate by what term the student could reasonably be expected to attain minimum GPA standards and what GPA will be required each term to meet standards by that time.

Fall 2020 Spring 2021 May/Summer 2021 Average GPA needed each term _____

Step 3. Is the student filing a credit completion ratio appeal? Yes No

If yes, the student will be required to complete 100% of coursework attempted. Is the student's academic plan for the upcoming term reasonable in terms of semester hours and class difficulty? Yes No

Step 4. Is the student filing a maximum time frame appeal? Yes No

If yes, provide the information below.

Student's degree program _____

Projected graduation date _____

Credits remaining to complete program (include in progress & future semesters) _____

Step 5. Provide the following information regarding the student's appeal.

Provide recommendations to assist the student with their academic success (i.e. referral to Disability Resource Center or Student Counseling, reduced credit load, or change in class schedule).

Advisor Signature	Date
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