



University College

SAP Suspension Appeal

2017-2018

Student's Last Name

First Name

MI

UC ID #

Date

Reason for Appeal: Low GPA Below the 67% Completion Rate Maximum Time Frame Reached

Please contact your Financial Aid Counselor or your Success Coach to determine which area you have failed SAP

Indicate for what semester you are submitting an appeal: FA 2017 SP 2018 SU 2018 FA 2018

Below are acceptable circumstances to submit a SAP Suspension Appeal. The appeal must explain the cause of the academic difficulty and how the situation has been resolved:

- Death of an immediate family member (parents, siblings, spouse or dependent children) **Include dates and a copy of the death certificate, funeral program or obituary.**
- Documented illness or injury suffered by you. **Include dates and documentation of the illness or injury and a statement from a physician that you are sufficiently recovered to return to school.**
- Documented illness or injury of a family member (parents, siblings, spouse or dependent children) that required your care. **Include dates and documentation of the illness or injury and a statement explaining why your care is no longer needed.**
- Other extraordinary circumstance not addressed above that prevented you from meeting the minimum standards. This situation must be exceptional and nonrecurring in nature. **Include third party documentation.**
- Victim of a crime or unexpected disaster. **Include copy of police report and third party documentation.**

The following is **“REQUIRED”** for **ALL** SAP Suspension Appeals:

1. **Letter:** Attach a letter explaining your particular circumstance that prevented you from meeting Satisfactory Academic Progress. Please also describe what has now changed in your circumstance that will enable you to be successful academically and what steps you will take to meet Satisfactory Academic Progress in the future.
2. **Documentation:** Attach supporting documentation to help further explain your circumstance. If the circumstance is because of a medical issue, please also include an approval from your doctor to return to work/school.
3. Send the complete SAP Suspension Appeal with documentation to your success coach.
4. **Signed Academic Plan and Advising Worksheet:** Please contact your Success Coach to complete the SAP Academic Plan. Once completed, your success coach will submit the completed SAP Appeal, Academic Plan and Advising Worksheet to the Financial Aid Office.

Submitting a SAP Appeal does not guarantee approval of financial aid reinstatement. Students waiting for an appeal decision should be fully prepared to assume financial responsibility for tuition charges if they choose to enroll in classes before the appeal is reviewed.

By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

Student Signature

Date

SAP Suspension Appeal Committee Decision

Decision: Approved Denied Date: _____