



University of Maryland University College

11-12 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Name: _____ Student ID#: _____

Telephone #: _____ Email: _____

Select semester (only one): Fall or Spring or Summer

Students who fail to meet the standards of satisfactory academic progress have the option to an appeals process. Academic difficulties are sometimes the result of illness, separation/divorce or work-related problems. The Office of Financial Aid is able to consider appeals based on these or other circumstances. In your appeal, please explain in detail the circumstances that affected your academic performance, the steps you will take to improve your future progress and provide all relevant documentation to support your appeal. Examples of documentation, which might be used to support an appeal, include, but are not limited to the following:

- Medical documentation pertaining to the time period in question and indicating that the student was unable to perform normal school-related activities;
➤ Documents from a counselor, therapist or social worker relating to emotional or family difficulties, which affected the student's performance;
➤ Police reports of incidents in which the student was the victim of a crime; or
➤ Documentation from a student's employer explaining work-related difficulties.

Please note that all documentation should include the student's name and relate to the specific period of time during which the student's academic performance was affected. It is important that they be as explicit as possible in detailing the student's problem and how it affected their academic performance. In the appeal letter, the student should explain why he/she believes that these difficulties will not impact his/her performance in the future.

The inclusion of the documentation as outlined above does not guarantee that a waiver of academic standards will be granted. Each case must be considered individually. Appeal letters submitted without any supporting documentation will be denied. In general, two separate waivers cannot be granted based on the same circumstance. Once all necessary items are received, appeals are considered and a reply will be issued as quickly as possible; generally within fourteen (14) business days. Please note that appeals can take longer during registration periods. Submission of an appeal will not prevent your student account from being sent to State Collections (SCCU) should you have an overdue balance from a current or previous term.

OFFICE USE ONLY
Approved Denied Additional Information Requested
Reviewed by:
Decision (Copy attached): Letter In Person Email