

**Petition for Satisfactory Academic Progress (SAP) Standards**  
**Page 1 of 1**

STUDENT NAME: \_\_\_\_\_

ID#: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**Your appeal must be received by the following deadline in order to receive financial aid for the given semester:**

Fall Semester	Spring Semester	Summer Semester
November 1 <sup>st</sup>	March 15 <sup>th</sup>	June 15th

- Only complete appeals will be reviewed by the Financial Aid and Scholarships Appeal Committee, which will determine whether or not an exception to the Satisfactory Academic Progress Policy is warranted. Through this appeal, the student must demonstrate that **extenuating and/or unusual circumstances occurred which were beyond the student's control**. Examples may include but not limited to illness, injury, death of a relative, divorce, or other special circumstances. Should your situation be related to a disability, you may want to consult with the Center for Disability and Access before submitting documentation. For more information, you may call (801) 581-5020 or go to <http://disability.utah.edu/>
- All Notifications regarding this appeal, including the appeal decision, will be sent electronically via your Umail account (or in some cases, to the mailing address listed on the Campus Information System.) Decisions are made within **thirty days** of submitting a **completed** appeal.
- Policy will not allow aid to be reinstated for prior terms if ineligibility was due to violation of satisfactory academic progress standards (SAP).
- Appeals are processed in the order they are received and are subject to the volume and time constraints of the committee.
- Federal and University policies require the reporting of instances and/or allegations of behaviors involving discrimination or sexual misconduct. For more information, please see <http://oeo.utah.edu/>.

Please indicate the policy for which you seek an exception. Check all that apply:

- 67% Aggregate Completion Rate       Cumulative Grade Point Average       Maximum Time Frame

**PLEASE SUBMIT THE FOLLOWING:**

- Appeal Form:** Your signature is required below. This appeal is only for purposes related to the receipt of financial aid.
- Personal Statement:** Your statement must include the reason(s) you failed to meet the SAP standards **AND** what has changed that will allow you to meet the SAP standards by the end of the semester. For Maximum Time Frame, also include your expected Graduation Date.
- Documentation:** Attach documentation to support all extenuating and/or unusual circumstances detailed in your letter.
- Departmental Letter (for Maximum Time Frame Only):** you must include a letter from your academic department indicating the progress you are making towards earning a degree, the number of credit hours and specific courses needed to complete the degree, and your expected graduation date. If you have more than one major or a minor, you must provide a letter from each academic department.
- Academic Plan:** If you are unable to reach the required SAP standards by the end of the semester you are appealing, you must submit an academic plan outlining the steps you will take to reach the minimum SAP standards by a specific point in time. Some examples may include a reduced course load, a minimum GPA for a certain number of terms, completion of 100% of all courses, or a degree outline. If the appeal is successful, students must adhere to their academic plan. Failure to follow the academic plan may lead to future denial of federal financial aid.

*Please note that personal identifiable information cannot be accepted by the University of Utah via email. This would include, but not be limited to, any tax document, social security card, driver's license, passport, citizenship document, etc. Please mail, fax or bring these documents to our office.*

**Student Certification Section:**

By signing below, I certify that I have read and understand the information on this form. I also certify that all information submitted with this appeal is accurate and true, to the best of my knowledge, that all copies are unaltered, and that all documentation has been appropriately obtained. I understand that monetary or criminal penalties may be imposed for fraud committed in relation to obtaining Federal Financial Aid. In the case of petitions regarding Satisfactory Academic Progress holds, I further certify that I have read and understand the stipulations of the Satisfactory Academic Progress Policy.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**WARNING:** If you purposely give false or misleading information on this form to help establish eligibility for federal student aid, you may be subject to a \$10,000 fine, prison sentence, or both.

*The University of Utah is an Equal Opportunity and Affirmative Action institution. For detailed information or to request a reasonable accommodation, visit <https://utah.edu/nondiscrimination>*