

**SATISFACTORY ACADEMIC PROGRESS  
INSTRUCTION SHEET AND APPEAL FORM**



UNIVERSITY of MARYLAND  
EASTERN SHORE

The University of Maryland Eastern Shore

Office of Financial Aid

Princess Anne, MD 21853

Phone (410) 651-6172

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[www.umes.edu/financialaid](http://www.umes.edu/financialaid)

Please complete all steps outlined on this form to appeal your financial aid ineligibility. **Failure to submit documentation and follow instructions will result in a denial or a delay in the decision of your appeal.**

**Step 1: Appeal Information**

In accordance with Federal Department of Education regulations, institutions of higher education are mandated to determine whether students are maintaining Satisfactory Academic Progress (SAP) toward the completion of a degree. Students must maintain SAP in order to continue to be awarded and disbursed all federal, state and institutional financial aid. Satisfactory progress requirements include the total number of hours you have attempted and/or the ratio of hours you have attempted to hours earned. This calculation includes all hours attempted at all college/universities. For further information about UMES's SAP policy please see the SAP link at <https://www.umes.edu/FinancialAid/SAP/>.

Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. In addition, **ALL appeals must be submitted with supporting documentation**. Examples of acceptable documentation are listed in the following chart. Documentation must be attached to the appeal at the time the appeal is submitted.

<b>Circumstance(s) that Apply</b>	<b>Required Documentation (must include dates)</b>
Severe illness, medical condition or injury	Signed & dated letter from physician on office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or obituary
Traumatic life-altering event such as fire, hurricane, etc	Evidence of such event such as an insurance claim or FEMA application
Other circumstance BEYOND the control of the student (must explain in detail the nature & dates of the unexpected circumstance)	Appropriate documentation which will verify the situation

**SPRING 2019 Semester Appeal Deadline: JANUARY 22, 2019**

**NOTE:** The following scenarios are **NOT** extenuating circumstances and are not an acceptable justification for appealing;

- Youthfulness, immaturity, or lack of focus
- Difficult coursework or attempted too many credits and couldn't handle the workload
- Student / Instructor conflicts
- Transportation issues
- Poor time management
- Financial aid processing late or delayed
- Medical reasons that were known to you prior to the start of the semester, unless you can document unforeseeable complications
- Work Conflicts, unless you can document an unexpected, unavoidable, and involuntary change to your work schedule that directly hindered your academic success
- Lack of childcare, unless you can document an unexpected, unavoidable, and involuntary change to your childcare situation along with an explanation of why it could not be resolved in a timely manner

Complete **all** items below. Please attach additional pages if necessary.

**Personal Letter:**

Explain the circumstances that prevented you from maintaining SAP and the reasons for the basis of this appeal. You need to answer: (A) What was the problem? (B) When did the problem occur? (C) How long did the problem last? (D) How did this affect your academic performance? and, (E) What steps were taken to ensure that the minimum standards will be met in the future. Be as detailed as possible.

**Documentation:** List the documents below that you have attached to support your appeal for reinstatement. Please explain how each relates to or supports the circumstance(s) discussed in personal letter.

**Academic Plan:** In order for an appeal to be considered, students must meet with an advisor from the Center for Access and Academic Success (CAAS) to complete an Academic Plan Form to be submitted with the SAP appeal. This will provide the student with an academic plan which places them back on track to meeting SAP at the end of a stated period of time. The Academic Plan Form must be completed prior to submitting the appeal form to the Office of Financial Aid.

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**Step 2: Student Information: (Submit this page with appeal)**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

**Please check the term for which you are submitting an appeal.**

Semester/Year: Fall \_\_\_\_ Spring \_\_\_\_ 20\_\_\_\_

**Step 3: Reason for Financial Aid Suspension Please check all that apply.**

I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I would like to appeal my financial aid suspension because:

- A. I currently have a cumulative grade point average (GPA) below the minimum standards
- B. I have failed to meet the required 67 % course completion rate
- C. I have exceeded the maximum number of credit hours/term limit
- D. I was on financial aid warning/probation and have met the conditions of warning/probation but am not in full compliance of the policy (completed previous semester with no I,W,F and earned a minimum GPA of 2.0 for the semester)

Initial the following statements to acknowledge your understanding of the requirements of submitting this SAP Appeal form:

\_\_\_\_\_ I have read and understand UMES' Satisfactory Academic Progress policy at <https://www.umes.edu/FinancialAid/SAP/>.

\_\_\_\_\_ I understand that the SAP Appeal process is for students impacted by exceptional or extenuating circumstances (circumstances beyond the student's control).

\_\_\_\_\_ I understand that official supporting documentation is required for all academic SAP Appeals (as explained in the attached instructions) as proof of the circumstances stated above. (Required only for appeal reasons A and/or B above)

\_\_\_\_\_ I understand that the following additional documentation is required in support of my appeal (as applicable): o Satisfactory Academic Progress Appeal Form (this form), o Academic Plan completed in full and sign by a CAAS Academic Coordinator (freshmen & sophomore) / advisor (juniors & seniors).

\_\_\_\_\_ I understand that, if my appeal is approved, I will be placed on "Probation" and must successfully complete all coursework and achieve a minimum SEMESTER GPA (over 2.0 for undergraduates; over 3.0 for graduates) to avoid suspension of my financial aid. While on probation, I am responsible to coordinate with my CAAS Academic Coordinator (freshmen & sophomore) / advisor (juniors & seniors) to ensure my Academic Plan is sufficient in promoting my academic success.

**AN APPEAL SUBMITTED WITHOUT ALL REQUIRED DOCUMENTATION (ITEMS LISTED ABOVE) WILL AUTOMATICALLY BE DENIED.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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