

Satisfactory Academic Progress Appeal Form

Office of Student Financial Services



Student Information:

Student's Name: _____ UArts ID#: _____

Current Grade Level: _____ Academic Year Appeal is for: _____

FINAL DEADLINES	Fall Nov 1	Spring Mar 1	If you need financial aid to pay for billed charges this must be completed prior to the bill due date for financial aid to be applied to the bill.
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STEP 1

I was unable to maintain Satisfactory Academic Progress during the previous academic period and I am appealing for (check one):

- To have my aid restored after withdrawing from all classes in a term (Includes Leave of Absences.)
- To have my aid restored after failing to meet SAP requirements due to other extenuating circumstances.
- For an extension of my aid eligibility.

STEP 2

Write your detailed appeal letter in a PDF or Word Doc explaining the specific circumstances that prevented you from making Satisfactory Academic Progress. Fully explain your specific circumstances with any documentation you have included. Explanations that do not provide sufficient information may cause your appeal to be denied. Your appeal letter must include the following points:

1. Explain What Happened - look at your situation and determine what has kept you from making satisfactory academic progress, including all semesters with poor academic performance.
2. Explain What Has Changed - have your circumstances been resolved or what corrective measures have you taken?
3. What is Your Success Plan? - detail what strategies you will use to maintain academic success.

STEP 3

Please reach out to a faculty member with whom you've taken and passed a 3-credit course to write a **letter of recommendation for academic progress** and have them send it to finaid@uarts.edu. We recommend that you reach out to additional faculty if you do not get a response from your first choice within 48 business hours due to summer break and travel. It is solely your responsibility to ensure that a letter is submitted.

Provide the name of Faculty Contacted here: _____

By digitally signing, I confirm the information I've provided is accurate and I understand the information provided on this form and that I am solely responsible for ensuring all supplementary documents are submitted. I understand that the SAP Appeals Committee (comprised of SFS staff) will make a final determination regarding my appeal using the information I've provided as well as my academic record including my academic plan and with input from the Academic Advising center.

Student Signature: _____ Date: _____
(Digital)