

Satisfactory Academic Progress Appeal Form

Student Information:

Name: _____

DU ID Number: _____

SAP Appeal Process:

If you have experienced special circumstances that resulted in a violation of the Satisfactory Academic Progress (SAP) requirements and you are no longer eligible to receive federal, state, and institutional financial aid, complete this form to appeal for reconsideration of your SAP status.

The University of Denver Office of Financial Aid understands that special circumstances occur which may affect a student's ability to maintain Satisfactory Academic Progress. The Office of Financial Aid will review each SAP appeal on an individual basis.

Examples of special circumstances include, but are not limited to, a death in the family, a medical illness or injury of the student or family member, change in major or program, pursuing a subsequent degree, pursuing concurrent degrees, or other special circumstances that negatively influence academic progress.

Instructions:

- Complete this form, including your name and DU ID number above, and signing the form below.
- In the box on the back of this form, write a letter of explanation providing:
 - The specific reason(s) why you are not meeting the SAP requirements,
 - How the circumstances have been resolved, and what has changed that will enable you to be successful and regain SAP compliance moving forward.
- If appropriate, submit with this form third-party documentation supporting your explanation (for example, medical documentation, statement from a counselor or professor, an obituary, etc.)
- An academic plan approved by an academic advisor or your designated program representative, charting a course towards regaining SAP compliance by an appropriate milestone (graduation, end of academic year, etc.). The academic plan could include the courses you will take and when you will take them.

SAP Appeal Review Process:

The Office of Financial Aid will review appeals within 15-25 business days of submission. If the Office of Financial Aid needs additional information from you, an advisor will reach out via email. For fall quarter, students are encouraged to submit their appeal by mid-August for on-time disbursement of fall aid if the appeal is approved. An email will be sent to your DU email address to inform you of the results of your appeal.

If your appeal is approved, you will be placed on financial aid probation for the following term, meaning you will be eligible to receive financial aid for at least one payment period. The Office of Financial Aid will monitor your progress against your academic plan after each term's grades are posted to ensure you are making appropriate progress. If it is determined you are not making progress towards your academic plan, you will be required to submit another appeal citing different reasons for noncompliance than the previous appeal(s).

If your appeal is denied, you are no longer eligible for federal, state or institutional financial aid until you regain SAP compliance.

Please provide specific reason(s) why you are not meeting SAP requirements, and how the circumstances have been resolved so that you will be successful and regain SAP compliance moving forward:

I have read, understand, and agree to the appeal process as stated above. I understand that I am not eligible for any payment of federal, state, or institutional financial aid unless my appeal is approved.

Student Signature

Date

Please submit this form through PioneerWeb, or by email, mail, or fax to the addresses below.