

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL APPLICATION

This form is for appealing federal financial aid suspension after the financial aid office has determined that you are not meeting our Satisfactory Academic Progress (SAP) policy. Please note that this SAP review and appeal process is specific to financial aid eligibility and is not connected with any academic review in Advising or academic departments.

Who is eligible to appeal: Every student has the right to appeal their SAP suspension if they believe that there were extenuating circumstances that prevented successful academic progress. Special circumstances may include, but are not limited to: a medical situation, a death in the family, a family crisis, or other personal reasons.

How to appeal: Please complete ALL sections of the attached application and return it to your financial aid counselor along with your appeal letter and third-party documentation. Please submit appeals as soon as possible and prior to the start of the semester. Any appeal submitted after the first five (5) days of the semester will not be considered unless there are extreme extenuating circumstances.

Documentation: You are required to submit third-party documentation appropriate to your circumstance with your SAP appeal. Appeals will be considered incomplete until we have received all related documentation. Below are some examples:

- **Medical Circumstance:** Documentation should be on official letterhead and include: the medical professional's name and credentials (MD, NP, PhD, LCSW, etc.), date of diagnosis, and applicable history
- **Family Crisis:** A copy of an obituary or death certificate, court documentation, police reports, and/or other documents outlining the situation
- **Other Personal Issues:** Additional letters from professionals you have worked with such as your advisor, academic dean, professors, or other third-party sources
- **Detailed graduation plan** signed by your academic advisor, dean, or dean's designee If your appeal concerns the maximum credits attempted towards completing your degree

Appeal Letters: In your appeal letter, we encourage you to tell us about your situation. Please explain in detail what happened and why you were unable to maintain satisfactory progress. Explain what the situation was, when it occurred, how long it lasted, and how this affected your ability to complete your coursework. Also, please give us an explanation for what has changed and what corrective measures you have taken or will take to achieve academic success and degree completion. Please note that an appeal letter on its own is not considered a complete application for a SAP appeal.

Processing the Appeal: Once we have received your completed SAP appeal application along with your appeal letter and supporting documentation, your appeal will be brought before a SAP committee within the Financial Aid office. If your appeal is approved, you will receive an email detailing the next steps of the appeal process. You may be asked to meet with your individual counselor before completing those next steps. If you have any questions about your appeal or the appeal process, please contact your financial aid counselor or email usm.finaid@maine.edu.

TITLE IX DISCLOSURE

The University of Southern Maine is committed to making our campuses safer places for students. Because of this commitment, and our federal obligations, Financial Aid Staff are considered mandated reporters when it comes to experiences of interpersonal violence (sexual assault, sexual harassment, dating or domestic violence, and stalking). Disclosures of interpersonal violence must be passed along to the University's Deputy Title IX Coordinator who can help provide support and academic remedies for students who have been impacted. More information can be found online at <http://usm.maine.edu/titleix> or by contacting Sarah E. Holmes at USM.TitleIX@maine.edu or 207-780-5767.

If students want to speak with someone confidentially, the following resources are available on and off campus: University Counseling Services (207-780-4050); 24 Hour Sexual Assault Hotline (1-800-871-7741); 24 Hour Domestic Violence Hotline (1-866-834-4357).

STUDENT INFORMATION

Name (please print): _____ Student ID: _____

Email: _____ Phone Number: _____

Address: _____

Academic Major: _____ Academic Advisor: _____

Current Grade Level: _____ GPA: _____

Reason for Failing SAP: GPA Completion Percentage Max Credits Attempted

CERTIFICATION STATEMENT: I certify that the information on this form and the attached letters and documentation is true and complete to the best of my knowledge. I also understand that if my appeal is incomplete or submitted after the deadline as described on the first page of this application, my appeal may be denied or returned to me unprocessed. I also understand that if my appeal is denied, I am responsible for all outstanding charges on my account. I understand that if my appeal is denied, I am still eligible to attend the University of Southern Maine using my own financial resources, provided that I am in good academic standing.

Name (Print): _____ Date: _____

Signature: _____

Along with my completed application I have submitted/will submit the required:

- Appeal Letter
- Supporting Documentation

FOR OFFICE USE ONLY:

Received by: _____ Date: _____