

Satisfactory Academic Progress (SAP) Appeal

Student Name _____ UV ID _____ Phone # _____

To comply with federal regulations, Utah Valley University is required to monitor whether a student is maintaining Satisfactory Academic Progress (SAP) in his or her course of study. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are offered the opportunity to complete the UVU Financial Aid appeal process to be considered for an exemption from the policy.

In some cases, a student's failure to be in compliance with SAP is due to events totally beyond the student's control. If such mitigating circumstances can be well documented for the specific semesters(s) when the deficiencies occurred, the student may complete the appeal process. **Completion of this process does not guarantee that your financial aid eligibility will be reinstated. You are responsible for payment of your tuition regardless of your financial aid status. Also, it is your responsibility to be aware of all UVU deadlines.**

SAP Appeal Process Instructions:

1. In order to appeal any decision regarding your financial aid status, you must complete this form requesting an exception to the Satisfactory Academic Progress (SAP) Policy. Your appeal **must** include the following items to be considered complete (incomplete appeals will not be considered):
 - a. This appeal form signed and initialed.
 - b. A **detailed**, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid (statement should be typed and attached to this form). This statement should include:
 1. the date(s) the circumstance occurred (i.e., one time, on-going, length).
 2. how this circumstance affected you personally.
 3. steps you have taken to resolve your circumstances.
 4. your explanation of your ability to return to school and be successful.

Note: Do not discuss your need for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid. It is assumed by the Financial Aid Appeal Committee that any student filing an appeal is doing so based upon financial need.

 - c. Documentation from an impartial third party (not a family member, friend, or roommate). Examples include: physician, counselor, lawyer, social worker, teacher, religious leader, employer, death certificate, divorce decree, etc. Documentation:
 1. must include the name of the person providing the statement and their relationship to the student.
 2. must support the claims made in your detailed personal statement.
 3. should confirm your ability to return to school and be successful.
 4. must be signed and notarized or on letterhead.
2. Complete online SAP Counseling.
3. Complete an individual counseling session with a UVU Financial Aid Counselor which will address your specific situation. (Please do this after appeal is approved and online SAP Counseling is complete.)
4. I am requesting aid for the following semester (please select only one): Fall Spring Summer YEAR: _____

Student Certification

Read the following information carefully. Initial and sign below. Your initials and signature on the form certify that you have read and understand all the information.

Initials	Statement
	If this appeal is approved, I understand I will not receive aid until I have completed online SAP counseling. <u>After completing online SAP counseling</u> , I understand I must also complete an individual SAP counseling session with a Financial Aid Counselor which will address my specific situation.
	It is my responsibility to check the status of my financial aid often through UVLink. The status of my appeal will be updated on UVLink; I understand a separate decision notice will not be sent.
	I am responsible for paying my tuition in full and on time, regardless of financial aid or the status of this appeal form. I understand failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time. I am also responsible for getting my classes reinstated.
	I understand if this appeal is approved, I will be expected to make academic progress in the semester for which my appeal has been approved by having a 2.0 cumulative GPA and completing 75% of the credits for which I am enrolled.
	<u>I understand it is unlikely that I will have multiple appeals approved during my academic career at UVU regardless of extenuating circumstances. I understand it is my responsibility to meet all the SAP standards each semester.</u>

Student Signature _____ Date _____