

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 their course of study. To be eligible for federal financial aid, a student may have attempted no more than 150% of the required credit hours for their degree program (approximately 90 credit hours for an Associate Degree or 180 credit hours for a Bachelor Degree). If you have attempted more than the maximum number of credit hours allowed by federal regulations and have been suspended from financial aid, you are offered the opportunity to submit an appeal for an exemption to the policy. **If your appeal is approved you will be expected to meet the enrollment goals set below for each semester. WARNING: You must comply with this schedule to remain eligible for financial aid until graduation. We encourage you and your academic advisor to be realistic and accurate when determining the number of credits you will complete each semester.**

Instructions:

Your appeal must include the following: **Incomplete forms will not be accepted or reviewed.**

1. Page one of Appeal Form (*Read and complete with your Department Academic Advisor. Student must initial and sign this form*).
2. Attach a signed, detailed personal statement explaining the reason(s) you have exceeded the maximum number of credit hours allowed for your degree program. (*To be completed by student.*)
3. Page two of Appeal Form (*to be completed and signed by Academic Advisor*).

Degree being earned: AS Degree BS/BA Degree 2nd Bachelor Degree Dual Major/Degree Pre-requisite classes only

Expected Graduation date _____

List all classes required to complete in order to graduate (attach an additional page if necessary).

Semester _____ Year _____

Semester _____ Year _____

Semester _____ Year _____

Course Name	Course #	Credits
Total		

Course Name	Course #	Credits
Total		

Course Name	Course #	Credits
Total		

Total number of remaining credit hours needed to complete degree (include credit hours listed above) _____

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
	I have read Utah Valley University's Satisfactory Academic Progress Policy.
	The Financial Aid Office will not review an appeal that is incomplete. I am submitting a complete appeal with all necessary documents attached.
	I must receive counseling from a Financial Aid Counselor before this appeal will be complete. If this appeal is approved, financial aid can be awarded only for the semesters indicated on this appeal.
	It is my responsibility to check my UVLink often to find the status of my appeal. It is also my responsibility to stay informed of the SAP policies and to monitor my own progress. I must contact the Financial Aid Office if my appeal is incomplete. I understand all correspondence will be sent to my UVLink account.
	I understand it is my responsibility to be aware of all UVU deadlines. I am responsible for paying my tuition in full and on time, regardless of financial aid or this appeal form. 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.
	If this appeal is approved I will be expected to follow the above plan set forth by myself and my academic advisor. If I deviate from this course this appeal will become void and I will again be suspended from financial aid.
	By submitting this appeal form I certify that I have listed the complete course work remaining for my graduation. By the graduation date listed above I will have completed my degree.
	I am aware my appeal will not be reviewed until the current semester's grades have been evaluated.

Student Signature _____ Date _____

