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# THE UNIVERSITY OF ALABAMA

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## Student Financial Aid

## Satisfactory Academic Progress (SAP) Appeal

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Last Name

First Name

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Date of Birth

Campus Wide Identification Number (CWID)  
Number provided by the Office of Academic Records. This is not your SSN.

Home Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Review the Satisfactory Academic Progress (SAP) Policy and Appeal Process outlined at [www.financialaid.ua.edu](http://www.financialaid.ua.edu) to determine if you are eligible to appeal for federal financial aid. If you wish to be considered for reinstatement of federal financial aid you must submit this form, your written appeal letter and any supporting documentation.

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### Section I. Student Information

Have you ever submitted a previous SAP appeal:  yes  no

List the academic year and semester for which you are requesting an appeal to be considered:

Year: \_\_\_\_\_  Fall  Spring  Summer

I am working towards the following degree:

First Undergraduate Degree  Second Undergraduate Degree  Teacher Certificate

Graduate or Law Degree

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### Section II. Reinstatement Request Type

Below please indicate which situation applies to your academic difficulty:

**Medical:** If a personal medical problem contributed to your failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.

**Death/Illness:** If the death or illness of an immediate family member contributed to your lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary etc.

**Military Service:** If you have withdrawn due to military service, provide documentation.

**Second Undergraduate Degree:** If you have attempted more than 180 hours due to working on a second degree, provide a personal letter explaining when you will graduate with your second degree.

**Other Circumstances:** Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation.

**Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered as extenuating for purposes of appealing suspension of financial aid.**

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### Section III. Appeal Results Student Acknowledgments

- If my appeal is **DENIED**, by signing below I understand that decisions are processed on a case-by-case basis and the committee may deny any SAP appeal. I also understand that the decision of the appeal committee is final.
- If my appeal is **APPROVED**, by signing below I recognize that I am expected to make academic progress as detailed in this appeal within the term for which the appeal has been approved including:
  - taking at least 6 hours of classes and earning a minimum GPA of a 2.0 for undergraduate, a 2.33 for law students or a 3.0 for graduate students during the probationary term
  - not withdrawing, dropping or using an incomplete for classes during the probationary term
  - enrolling in hours that are recognized as required courses towards graduation
- I understand that if I do not meet these requirements I will be ineligible to receive financial aid and will be responsible for payments toward my student bill until I meet the satisfactory academic progress standards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**KEEP A COPY FOR YOUR RECORDS**