



Appeal Form for Reinstatement of Financial Aid Eligibility: Satisfactory Academic Progress Probation

UW-Stevens Point students must demonstrate “Satisfactory Academic Progress” (SAP) in all three areas of GPA, Pace (67% Rule), and Maximum Timeframe (150% Rule) in order to receive federal financial aid. Students who are not eligible to receive federal financial aid due to lack of Satisfactory Academic Progress may request reconsideration by:

1. Completing this Appeal Form and
2. Meeting with Academic Advisor/ Department Chair (or their designee) to develop an academic plan and
3. Submitting a copy of the Appeal Form (and the academic plan) to the Office of Financial Aid and Scholarships for review and possible approval.

Note: SAP Probation for the purpose of financial aid eligibility is **separate and distinct** from academic probation/suspension. Students in good academic standing *can* continue to enroll in courses at UWSP, even though ineligible to receive financial aid.

Appeals must be received and reviewed (with a decision made) by the Office of Financial Aid and Scholarships before the last day of the term of your enrollment. Any appeal received after the last day of the term of enrollment will not be reviewed and eligibility for financial aid for that term will no longer be considered.

Instructions for the Student:

1. Print a copy of your current Degree Progress Report and/or complete course history to attach to this form.
2. Complete this entire form *prior* to consulting with your Academic Advisor or Department Chair (or their designee).

Student's Name (please print legibly): _____	Today's Date: _____
Student's ID #: _____	Appeal Submitted for: (enter year below)
Student's E-mail: _____	Fall Semester: _____
Student's Phone: _____	Spring Semester: _____
Major / Minor: _____	Summer Session: _____
Reason for Financial Aid Ineligibility (check all that apply):	<i>If you do not meet the requirements for Satisfactory Academic Progress by the end of this period, you will need to submit another appeal.</i>
<input type="checkbox"/> GPA	
<input type="checkbox"/> Pace (67% Rule)	
<input type="checkbox"/> Maximum Timeframe (150% Rule)	

3. **Extenuating Circumstances:** Please indicate the kind of extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress (**see #5 of this form for acceptable documentation**):

- A. Medical Condition: Self/ or Family Member/Dependent
 B. Death in Family

__ C. Military Deployment / National Guard Service / Reservist Training

__ D. Other: _____

4. **Personal Statement:** Provide details regarding the extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress for financial aid eligibility, and how these extenuating circumstances have changed (attach separate sheet of paper if additional space is necessary):

5. **Provide Documentation:** should be provided that supports the extenuating circumstance(s) for which you are appealing. Please see attached [Satisfactory Academic Progress \(SAP\) - Supporting Documentation for Appeal form](#) for examples of documentation.

Instructions for the Academic Advisor or Department Chair (or their designee):

To assist with evaluating this student’s ability to achieve Satisfactory Academic Progress (SAP) for reinstating Financial Aid eligibility, please review the information provided by the student (above), and consult with the student either in person or by other forms of communication to develop an academic plan for the next semester(s). You are NOT evaluating the student’s financial need, nor verifying the accuracy of the extenuating circumstances. An authorized official within the Financial Aid Office will complete final review and approval.

6. **Academic Plan:** During the meeting with your Academic Advisor or Department Chair (or their designee), use the planning tables below to identify an appropriate set of courses to take that will allow you to maintain Satisfactory Academic Progress. Remember to discuss other relevant factors that affect your ability to maintain Satisfactory Academic Progress (hours spent studying, need for tutoring; taking fewer credits, balance between obligations, etc.).
7. **Sign, Copy, & Return:** At the completion of your meeting, ask your Academic Advisor or Department Chair (or their designee) to sign and date this form. You must also sign and date the form.
Before you leave, ask your Academic Advisor or Department Chair to make two copies of this form:
- one copy for your student file in the Department
 - one copy to be returned to the Financial Aid Office (103 Park Student Services Center).
 - You should keep the original.

Signatures:

My signature below indicates I do support an appeal and/or an academic plan for the student.	
_____	_____
Print Name of Academic Advisor or Department Chair (or their designee)	Phone
X _____	_____
Signature of Academic Advisor or Department Chair (or their designee)	Date

X _____	_____
Signature of Student	Date
_____	_____
Approval of Authorized Financial Aid Advisor	Date

Satisfactory Academic Progress: Academic Planning Sheet

Complete this planning sheet ONLY for the term(s) necessary to meet all requirements for Satisfactory Academic Progress. Please see the Records and Registrations' GPA calculator at: <https://mypoint.uwsp.edu/regrec/regrec069/> for assistance with calculating GPA and see our Pace Chart at <http://www.uwsp.edu/finaid/Pages/SAP.aspx> for assistance with calculating pace.

GPA (2.0 for undergraduates, 3.0 for graduate students): calculate the anticipated cumulative GPA at the end of the term or terms.

Pace (67% Rule): identify current Pace (located on the Degree Progress Report) and calculate the percentage of attempted *versus* completed credits at the end of the term or terms.

Maximum Timeframe (150% Rule): fill in the required courses needed for graduation (no more than 2 terms) and anticipate the student's total credits.

Student's Name: _____
(print legibly)

Student ID #: _____

Term:		Starting Pace:		Starting GPA:	
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Course:	Credits:	Target Grade:

Pace at end of term:	
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GPA at end of term:	
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Other factors to consider:

Term:		Starting Pace:		Starting GPA:	
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Course:	Credits:	Target Grade:

Pace at end of term:	
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GPA at end of term:	
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Other factors to consider:

Term:		Starting Pace:		Starting GPA:	
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Course:	Credits:	Target Grade:

Pace at end of term:	
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GPA at end of term:	
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Other factors to consider: