

# Satisfactory Academic Progress Appeal Form

Student Information (Please Print)

Student ID# \_\_\_\_\_ Phone # \_\_\_\_\_

Student Name: \_\_\_\_\_

Expected Graduation Date: (mm/yyyy) \_\_\_\_\_

Return Form to:

Office of Financial Aid  
University of Mary Washington  
1301 College Avenue  
Fredericksburg, VA 22401  
Fax: 540-654-1858

Term that you are appealing for: \_\_\_\_\_ Fall \_\_\_\_\_ Spring Year: \_\_\_\_\_

**Due Date:** Appeal form, personal statement of reason and any supporting documentation must be submitted no later than 15 days after your first notification but before the published deadline date in the policy. The Office of Financial Aid may extend the due date for extenuating circumstances. Spring 2019 Deadline is February 1, 2019.

**Please note:** Acceptable circumstances for appeal are outlined in the SAP policy at [www.umw.edu/financialaid](http://www.umw.edu/financialaid).

## CURRENT SAP STATUS AND APPEAL REQUIREMENTS (check one):

**Financial Aid Suspension** Appeal must include:

- A signed, type-written personal statement that fully explains the basis of the appeal, how those circumstances affected your academic performance and the measurable steps you have or will take to prevent the problem from affecting your academic performance again.
- A letter of support from at least one different objective, non-relative adult professional that can verify the circumstances that are the basis of this appeal. The document(s) must contain specific details that support the claim.
  1. **For Undergraduate students:** From a Faculty Advisor, Student Success Coordinator in Academic & Career Services, clergy/minister, physician, police officer, and/or other professional who has direct knowledge of the student's situation. All letter(s) must include contact information for verification purposes.
  2. **For Graduate students:** Letter of support may come from their Faculty Advisor, Program Director, and/or the appropriate outside professional source.
- The student must include a printed and signed unofficial transcript from the UMW EagleNet portal.

**Maximum Timeframe Suspension** Appeal must include:

- A signed type-written personal statement that fully explains the reason(s) you have attempted excessive credits but have not yet completed your educational program.
- A graduation plan signed by your Faculty Advisor. The graduation plan must list, by enrollment term, the specific courses and credits yet to be completed to fulfill your degree requirements. That document is available for print and completion at [www.umw.edu/financialaid](http://www.umw.edu/financialaid) under the "Forms" tab.

All incomplete appeals will be returned to the student for completion. The Office of Financial Aid reserves the right to request additional information or verify the information submitted with this appeal. Be sure to note your name and Student ID# on all supporting documentation to insure the documents remain together.

You will be notified by letter of the results of your appeal within 3 weeks of submitting the complete appeal packet. We will also send a message to your UMW email account letting you know a decision has been made.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date