

Satisfactory Academic Progress Appeal Form

A student notified that he or she has failed to meet Satisfactory Academic Progress (SAP) standards for federal financial assistance may file an appeal in accordance with the School of Law's SAP Policy, which appears in full in Section IV of the Financial Aid Handbook, *A Guide to Financial Aid at UDC David A. Clarke School of Law*. The student is responsible for carefully reading and following the entire SAP Policy. **Incomplete SAP Appeals will not be approved.**

Your complete SAP Appeal must be received by the Office of Financial Aid within 7-10 business days from the date the failure notice was sent.

A complete SAP Appeal includes the following:

- 1) A completed Satisfactory Academic Progress Appeal Form
- 2) A **signed** letter providing full details about:
 - a) Why SAP has not been met based on one of the following circumstances as established by the Department of Education:
 - i) Personal illness or injury (must provide written statement from physician), or
 - ii) Death of an immediate family member (please provide a copy of the death certificate), or
 - iii) Extenuating circumstances that were clearly beyond the student's control (provide documentation from an unrelated individual)
 - b) What has changed that will allow the student to successfully meet SAP in future terms
- 3) Supporting documentation

Student Name: _____ **Student ID:** N _____

Reason for Appeal: Select the reason (s) for appeal and submit all supporting documents when submitting this form.

- Injury/Illness*
 Death of family member
 Other

***Please note: Documentation of injury or illness does not need to include the details of your diagnosis or treatment plan but should address whether there was a significant impact on your ability to function as a student.**

Academic Plan: The academic plan, which is developed in collaboration with the student's academic advisor or a dean, should offer a path to follow in order to ensure academic success.

(cont.)

Enrollment Plan: Student will be enrolled into the following courses during the _____ semester.

Course	Credits
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Course	Credits
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Course	Credits
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Course	Credits
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Academic Support: Attach a statement outlining any support in which the student will engage to ensure academic success.

I understand that submission of this appeal does not guarantee reinstatement. I also understand that, if I fail to meet SAP at the end of the probationary period, my financial aid will be suspended until all the components of SAP have been met by the next evaluation.

Student Signature: _____ **Date:** _____