



Student Financial Aid Office
 University of Louisville
 Louisville, KY 40292

Phone: (502) 852-5511
 Fax: (502) 852-0182
 Email: finaid@louisville.edu
 Website: www.louisville.edu/financialaid

SATISFACTORY ACADEMIC PROGRESS APPEAL (This is NOT a scholarship appeal)

Please read the appeal instructions & procedures **BEFORE** completing the information below. An email detailing the decision of your appeal will be sent to your UL student email. Emails will only be sent to alternate email addresses listed in ULink if you do not have an active UL email account.

Name: Last _____ First _____ M.I. _____ Student I.D. _____

Student's Address (street, city, and zip code) _____

Phone # _____ Confirm your UofL or alternate e-mail address _____

What semester do you plan to enroll: _____ Summer _____ Year
 _____ Fall _____ Year
 _____ Spring _____ Year

Student Responsibilities (please check each item as you read it):

- I have read the information and instructions on the back of this form and, I am submitting all information required.
- I am responsible for any payment due while my appeal is being processed. If my appeal is approved, any aid I may be receiving could be delayed since my SAP has delayed the awarding process. If my appeal is denied, I am responsible for full payment of university charges.
- I am responsible for checking the status of my appeal via ULink.
- I am responsible for ensuring the completion of all other components of my financial aid file.
- I understand that if my appeal is denied, I am responsible for raising my GPA, earning hours to increase my pace, and/or changing my academic career at my own expense.
- I understand that the processing of appeals can take at least 15 *business* days.
- Additionally, if my appeal is deferred because it is incomplete or additional documentation is needed, the process will be delayed.

Priority Dates

Summer Semester Term II or 10 Week Term	May 20
Fall tuition bills will be sent the first week of July. For an appeal to be reviewed prior to the tuition due date submit by or before June 17	
Summer Semester Term III	June 17
Fall Semester	July 22
Spring Semester	Dec 2

Deadline Dates

Summer Semester	July 1
Fall Semester	November 1
Spring Semester	April 1

- Priority and deadline dates are listed above. Please refer to the student responsibility section on the reverse side of the appeal form to understand the appeal time line.
- You are signing that you have read all statements and acknowledge your responsibilities regarding the SAP appeal process.

Student Signature _____

Date _____

APPEAL INSTRUCTIONS & PROCEDURES

General Information

At the University of Louisville, the Satisfactory Academic Progress Policy examines three factors: GPA (Grade Point Average), Maximum Time Frame and Pace. These requirements are reviewed for all Undergraduate and Graduate students who have completed a FAFSA and thus applied for financial aid.

You may visit the financial aid website for more detailed information regarding the SAP policy.

Appeal Information

If a student, due to extenuating circumstances, fails to meet any of the conditions outlined in the SAP policy, the student may appeal to the Student Aid Committee for an exception to the policy. The Student Financial Aid Office (SFAO) realizes students may or may not be able to continue educational endeavors without financial assistance; however, this is **not** a reason that will be considered for approval. Supporting documentation (i.e., doctor statements; death certificate; court documents; letters from counselors, clergy, attorney or 3rd party professional; or any other documentation which would support an appeal) is **required** or the appeal will be denied. When an appeal involves Max Time Frame, the student must explain the reason for exceeding the maximum allowable hours and must include the Maximum Time Frame Worksheet completed by the Academic Advisor. Please note that UofL transcripts are **not** considered supporting documentation and should not be submitted as such for a SAP appeal. You must submit documentation that supports your explanation of the extenuating circumstances that caused you not to meet SAP. Finally, this appeal form is for financial aid purposes only and does not have any direct relationship to other types of appeals (academic, admissions, reinstatement, scholarship, etc.) that may be required. *Appeals are not guaranteed to be approved.* If you feel you have self-corrected your SAP issue you should refer to the Satisfactory Academic Progress policy online for instructions to complete the self-correction form.

Student Responsibilities

1. Complete the front side of this form. **Please verify that your email address is correct via ULink.**
2. Attach a **typed & signed** letter addressed to the “Student Financial Aid Office” explaining the extenuating circumstances that led to this appeal. Explanations should include **specific** information, such as important dates surrounding circumstances that contributed to poor academic performance, incomplete or failing grades, late withdrawals, number of attempted hours, etc. The letter should explain the circumstances that affected the student’s academic performance and how the situation has improved. The student should also specify steps taken to ensure improved academic performance.
3. Attach copies of supporting documentation (documents **will not** be returned). Appeals submitted without documentation will not be approved. UL transcripts are not considered supporting documentation because you are required to document the reason you did not meet SAP. All appeals concerning Maximum Time Frame REQUIRE the Max Time Frame worksheet available on our website, completed by the academic advisor. Please refer the SAP policy for a list of acceptable documentation.
4. Return this form with your signed letter and documentation to the Student Financial Aid Office at the address listed on the reverse side of this page. Appeals may be submitted in person to the office, via fax or US postal mail. **DO NOT SUBMIT VIA EMAIL.**
5. In order for a decision to be made on your appeal before the semester census date you must have your completed appeal with all letters and documentation submitted before the **priority date** on the front of the appeal form. A decision is not guaranteed before census date if the appeal is incomplete or deferred. Aid is not guaranteed to be posted before the census, only a decision on the appeal allowing you time to withdrawal from the semester with no tuition charge. Please refer to the Registrar’s website for complete census date information.
6. Priority dates are for first appeals. Students who did not meet their previously approved appeal probation or SAP plan are not given priority above other appeals being submitted.
7. **Deadline dates** are the last day an appeal can be submitted to the SFAO for aid consideration in that semester. Appeals should only be submitted for semesters you are enrolled, intend to enroll and have posted deadlines on this form.

Student Aid Office Responsibilities

1. Prepare appeal for review (determine/verify SAP deficit(s), print U of L academic transcripts, etc.).
2. Submit the prepared appeal for review.
3. Notify the student of the SFAO’s decision and update the student’s file with the results. Students will be notified by university e-mail. The decision will also be listed on the student’s ULink to do list. Details will only be provided in the email communication.
4. Information regarding the reason for a hold or the appeal decision **cannot** be discussed over the phone. If you need more detailed information regarding your SAP hold or appeal decision, please email our service account at finaid@louisville.edu from your UofL student email address or visit the office with a photo ID.