

SATISFACTORY ACADEMIC PROGRESS APPEAL (SAP)

(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. Number _____

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

Phone Number _____ UofL 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 and my U of L email for any additional documentation or information that is needed.
- I understand that if my appeal is denied, I am responsible for meeting all components of SAP.
- I understand that the processing of appeals can take a minimum of 15 business days (Monday-Friday).
- Additionally, if my appeal is deferred because it is incomplete or additional documentation is needed, the process will be delayed and if not turned in by the deadline, the appeal will not be approved for that term.

Priority Dates

Summer Semester Term II or 10 Week Term	May 20
Fall tuition bills will be sent by mid-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

SAP Deadline Dates

Summer Semester	July 21
Fall Semester	November 24
Spring Semester	April 14

- 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.

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 following:
 - 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.
 - Explain the circumstances that affected the student’s academic performance and how the situation has improved.
 - Specify steps taken to ensure improved academic performance.
 - 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.
 - Examples: doctor’s statements, death certificates/obituaries/funeral announcements, letter from counselors/clergy/attorney/3rd party professional
3. Maximum Time Frame require the follow:
 - SAP Appeal form
 - Maximum Time Frame worksheet, available on our website, completed by the student and the academic advisor.
 - A letter explaining why you have exceeded the maximum time frame.
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, via ULink Document upload or US postal mail. **DO NOT SUBMIT VIA EMAIL.**
5. 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.