



**Student Aid Office**

Station 6050  
Montevallo, AL 35115

Telephone: (205) 665-6050

Fax: (205) 665-6047

**Satisfactory Academic Progress (SAP) Appeal Form for Federal Student Aid**

*The UM Student Aid Office encourages that PII (personally identifiable information) is not sent via email (insertion or attachment). If PII is encrypted using a password-protected WinZip archive, it may be sent via a separate email message.*

1. **YOU MUST ESTABLISH A REALISTIC ACADEMIC PLAN WITH YOUR DEAN OR DEAN'S DISGNEE.** Sample academic plans have been provided to the deans. Typically the dean or advisor will develop a plan with you and electronically submit the plan to Student Aid. Check the status of your appeal through your UM student email. The Satisfactory Academic Progress Policy is available on the University of Montevallo website at <https://www.montevallo.edu/admissions-aid/undergraduate-admissions/student-aid/federal-aid-processes/maintaining-federal-aid/> or in the Student Aid Office in Palmer Hall.

Name \_\_\_\_\_ Student M# \_\_\_\_\_  
Last First Middle Initial

Cell Phone # \_\_\_\_\_

2. **Explain the special or extenuating circumstances** (illness, death of family member, etc.) that have contributed to your lack of academic success. You should **provide related documentation such as doctor's statement, obituaries, third party notarized statements, etc.** if available. **Attach an additional statement if you need more room to explain.**

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3. **Explain how your circumstances have now changed** and will not prevent you from meeting the SAP requirements in the future. Provide supporting documentation if available, and attach an additional statement if you need more room to explain.

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Continue on the back side please.

**4. I have reviewed my academic records and**

\_\_\_\_ I have met with my dean/dean's designee and developed an academic plan that is attached. I understand I have to be meeting the SAP requirements of the academic plan at the end of the semester(s) to continue to be eligible to receive Federal Student Aid.

Even if you think you may regain eligibility after one semester or graduate after one semester, you should submit the academic plan. Many times the student's understanding of their academic standing and graduation requirements do not agree with the University's requirements. This is for your benefit.

*I would like to have my federal aid reinstated. If approved, I understand that this is only for a specified period of time. I further understand that if I give false or misleading information, I may be subject to a fine, prison sentence or both.*

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**Student's Signature**

**Date**

**Revised October 17, 2019**

**FOR OFFICE USE ONLY**    UM GPA \_\_\_\_\_    COMPLETION RATE \_\_\_\_\_

Comments \_\_\_\_\_

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Student Aid Director or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_