

**SATISFACTORY ACADEMIC PROGRESS**

**APPEAL FOR REINSTATEMENT OF AID**

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**DATE CAMPUS**

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**LEGAL FIRST NAME LEGAL LAST NAME CAMPUS ID NUMBER**

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**MAJOR/MINOR ANTICIPATED GRADUATION DATE REQUESTING AID FOR (specify ONE TERM Spring 2021,**

**Summer 2021, Fall 2021, OR Spring 2022)**

In accordance with the U.S. Department of Education Satisfactory Academic Progress (SAP) regulations, the UW Green Bay Financial Aid Office has established guidelines for evaluating your academic progress. The Satisfactory Academic Progress (SAP) standards are NOT the same as the academic standards of the University or departments. The complete Financial Aid SAP policy can be found at [www.uwgb.edu/financial-aid](http://www.uwgb.edu/financial-aid) under ‘Policies & Consumer Information’.

You may complete this form and submit it ***along with appropriate documentation*** to [financialaid@uwgb.edu](mailto:financialaid@uwgb.edu) using your UW-Green Bay email account. As an alternative, you can print, sign and submit the form and documentation to the Financial Aid Office.

***Incomplete appeals, or those with insufficient documentation, may delay processing and/or result in a denial of your appeal.*** Appeal decisions made by the SAP Appeals Committee are final and are not subject to further review.

**Appeals must include documentation** to support your reasons for failing to meet SAP requirements. For example, if your reasons are due to medical issues, provide a letter from a doctor stating how the medical issues affected your ability to meet SAP standards and that you are cleared to resume your studies.  Other documents, depending on your reason for not meeting SAP, may include, but are not limited to, copy of an obituary, police report, or employment records.

1. What events or circumstances lead to you failing to meet SAP requirements (address all prior terms in which you performed poorly, or did not successfully complete all credits attempted)? (**1500 characters maximum**)

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**DATE CAMPUS**

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**LEGAL FIRST NAME LEGAL LAST NAME CAMPUS ID NUMBER**

2. What has changed in your situation and/or what changes are you making that will allow you to meet SAP requirements at the next evaluation (at the end of the next term)? (**1500 character maximum**)

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3. How many credits/courses do you have left to complete your degree? **(500 character maximum)**

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*I have read and understand the Satisfactory Academic Progress (SAP) requirements. All information included in this appeal is true and accurate to the best of my knowledge. I understand that the SAP Appeal Committee decision is final and not subject to further review.*

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**STUDENT’S LEGAL SIGNATURE\*\* EMAIL DATE**

UW - Green Bay **\*\* If submitting via your UW Green Bay email account – please type in name and date.**

Financial Aid Office **Appeals are reviewed regularly. Appeal decisions will be sent to your UW Green Bay**

2420 Nicolet Drive **email account as soon as possible. You should keep a copy of your appeal for your**

Green Bay, WI 54311 **records.**

Email: [financialaid@uwgb.edu](mailto:financialaid@uwgb.edu)

Phone: (920) 465-2075 \*\*\***We do not recommend sending documents containing sensitive data electronically**

Fax: (920) 465-2299 **(fax or email).**