

SATISFACTORY ACADEMIC PROGRESS APPEAL (SPA)

Eligibility for student financial aid is determined, in part, by the student's ability to meet the following Satisfactory Academic Progress (SAP) standards:

- **GPA Standard** – 2.0 cumulative GPA for Undergraduate and Law students; 3.0 cumulative GPA for Graduate students.
- **Pace of Progression Standard** – Complete 67% of all credit hours attempted.
- **Maximum Timeframe Standard.** Credit hours for completion of degree must not exceed 150% of academic program requirements. Undergraduate students – Must attempt less than 180 credit hours before receiving degree. Graduate or Law students - Determined by the degree completion requirements listed for the academic program in the Graduate or Law Bulletin. **Note:** Those who failed the maximum timeframe standard will also need to submit a Graduation Plan sign by an approved graduation analyst. The form and list of analysts can be found on our website at <http://www.memphis.edu/financialaid/pdfs/gradplan.pdf>.
- **Academic Plan.** Students on Financial Aid Probation, after having an appeal approved, must comply with conditions outlined in the Academic Plan based on the SAP standard failed. Most academic plans require no grades of F, W, or I (incomplete) during the probationary semester(s), and a minimum semester GPA of 2.2 for undergraduates and 3.0 for graduate and law students.

Because you have failed one or more of these standards, Federal regulations state that you cannot be awarded financial aid without documenting the reason you were unable to make SAP, and giving evidence of how that situation has changed so that you can make SAP in future semesters. A student may have a maximum of three (3) satisfactory academic progress appeals during their academic career at the University of Memphis.

Appeal forms submitted without supporting documentation will be denied. Information submitted to the Financial Aid office is covered under Federal privacy laws, and will not be shared with those who do not have the need or authorization to view

A. STUDENT INFORMATION

Student Name: _____ U ID Number: _____

SSN: _____ Semester and Year for which you are seeking aid:
Fall _____ Spring _____ Summer _____

B. APPEAL INFORMATION

Please indicate the basis for your appeal:

- _____ Significant trauma or injury to the student, physical illness or mental health issues
- _____ Serious illness or injury to a dependent of the student that required extended recovery time
- _____ Death of a family member during the semester
- _____ Other unexpected circumstances beyond the control of the student, as explained on this form

See the last page for examples of acceptable documentation for each of these situations.

C. CERTIFICATION

I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. If asked by a authorized official, I agree to give proof of the information that I have given on this form. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.

Student Signature: _____ Date: _____

1. Please describe the circumstances that kept you from meeting SAP standards during your most recent semester. Also explain how that situation has changed so that you can now meet SAP. You will need to document this situation – see the last page for acceptable forms of documentation. If this is your first time appealing to our office since Fall 2011, you can use a situation from any semester in which these standards were not met.

Semester and year of the situation: _____ (Attach an additional page if necessary)

2. Each appeal reason can only be approved once. Please describe how you plan to keep this situation from affecting your academic progress in future semesters:

Your appeal will be reviewed as quickly as possible. Check your myMemphis portal for updates on the status of your appeal.

- **If your appeal is approved**, you will be asked to complete an Academic Plan with our office. Check your myMemphis portal for the link. **Once you have submitted the completed Academic Plan form, you will be placed on Financial Aid Probation for one semester and offered the aid for which you are eligible.** Your probation will be renewed one semester at a time as long as you continue to meet the requirements of the academic plan. If the academic plan requirements are not met, you will once again be placed on Financial Aid Suspension.
- **If your appeal is denied, or you fail to adhere to your academic plan**, you will stay on Financial Aid Suspension, and will be responsible for paying your tuition and fees without financial aid until you meet Academic Progress standards or can appeal based upon a different reason and documentation.

I have read and understood the information above regarding the status of my appeal.

Student Signature: _____ Date: _____

Student Financial Aid Office Use Only

Reason for Appeal: ☐ GPA ☐ Pace of Progression ☐ Maximum Timeframe **Decision:** ☐ Approved ☐ Denied
Comments:

Counselor Initials: _____ Date of Review: _____

ACCEPTABLE DOCUMENTATION

Documentation needs to confirm that the situation directly affected the semester you are using as the basis for your appeal. Documentation of situations that did not impact the semester in question will not be considered in support of an appeal.

Reason for appeal	Examples of Appropriate, Verifiable Documentation
Significant trauma in student's life that impaired the student's emotional and/or physical health. Provide detailed explanation regarding the specific circumstances of the trauma.	<ul style="list-style-type: none">• Documentation from a third party such as a psychiatrist, physician or police report.• A statement from a psychiatrist or physician should include the following: The approximate dates and duration of the illness, whether it was severe enough to impact the student's coursework, and how it has changed so that the student can now be expected to be successful.
Serious illness or injury to student or family member that required extended recovery time.	<ul style="list-style-type: none">• Documentation from a physician giving the dates of the illness or injury and confirming that it would have kept the student from completing their coursework, as they were the primary caregiver. If it is a chronic condition, documentation also needs to show how the situation has changed to allow the student to make SAP
Death of a family member during the semester	<ul style="list-style-type: none">• A copy of the death certificate, obituary, or order of service from the funeral
Other unexpected circumstances beyond the control of the student, as explained on this form	<ul style="list-style-type: none">• A police report• Legal documentation such as a divorce decree or custody decree• An eviction notice• A copy of a military activation letter

Please note that the Financial Aid appeals committee will review your unofficial transcript. Do not submit a copy of your transcript or coursework from the University of Memphis.

Those who failed the maximum timeframe standard will also need to submit a Graduation Plan sign by an approved graduation analyst. The form and list of analysts can be found on our website at <http://www.memphis.edu/financialaid/pdfs/gradplan.pdf>.

Be sure to keep a copy of this entire form and all documentation for your records.