

## 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 2.1 for Undergraduate, 3.1 for Graduate or 2.1 for Law school 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.**

**The deadline to submit an appeal to receive aid is the posted last day to withdraw from full-term classes for that semester.**

**\*\*A student may have a maximum three (3) satisfactory academic progress appeals during their academic career at The University of Memphis\*\***

### A. STUDENT INFORMATION

Student Name: \_\_\_\_\_

U ID Number: \_\_\_\_\_

SSN (last four): XXX-XX-\_\_\_\_\_

Phone Number: \_\_\_\_\_

Semester and Year for which you are seeking aid (choose one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
yr yr yr

### B. APPEAL INFORMATION

**Please indicate the basis for your appeal (See the last page for examples of acceptable documentation for each of these situations):**

\_\_\_\_ Significant trauma or injury to the student, physical or mental health issues

\_\_\_\_ Serious illness or injury to a dependent of the student that required extensive recovery time

\_\_\_\_ Death of a family member during the semester

\_\_\_\_ Other unexpected circumstances beyond the student's control, as explained on this form

U ID Number: \_\_\_\_\_

**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 Situation:**\_\_\_\_\_ (attach 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. We have attached this form for your convenience. **Once your appeal is approved and 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.*

### **C. CERTIFICATION**

*I hereby certify that all the information provided on this form is true, complete and correct to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I understand that 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: \_\_\_\_\_

## 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"><li>• Documentation from a third party such as a psychiatrist, physician or police report.</li><li>• 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.</li></ul>
Serious illness or injury to student or family member that required extended recovery time.	<ul style="list-style-type: none"><li>• 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</li></ul>
Death of a family member during the semester	<ul style="list-style-type: none"><li>• A copy of the death certificate, obituary, or order of service from the funeral</li><li>• A statement from a licensed therapist indicating the student is receiving grievance therapy.</li></ul>
Other unexpected circumstances beyond the control of the student, as explained on this form	<ul style="list-style-type: none"><li>• A police report</li><li>• Legal documentation such as a divorce decree or custody decree</li><li>• An eviction notice</li><li>• A copy of a military activation letter</li></ul>

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/forms.php>

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

## ACADEMIC PLAN (ACADPL)

**IF** your Satisfactory Academic Progress (SAP) Appeal has been APPROVED and you will be permitted to receive financial aid on a **PROBATIONARY** status. To maintain eligibility for financial aid, you must fulfill the conditions outlined in this academic plan or meet the SAP requirements described in the SAP policy found on our website above. The Academic Plan is designed to ensure you are making progress toward meeting the SAP standards.

**This plan is unofficial until you read it and accept the certification statement below.**

### A. STUDENT INFORMATION

Student Name: \_\_\_\_\_

U ID Number: \_\_\_\_\_

SSN (last four): XXX-XX-\_\_\_\_\_

Phone Number: \_\_\_\_\_

### B. ACADEMIC PLAN

To fulfill your academic plan, you must comply with the following conditions based upon the SAP standard or combination of standards you have failed. Failed standard(s) are listed under the Financial Aid Requirements on the Account\$ tab in your myMemphis account.

#### GPA – Your academic plan requires the following:

- Earn a University of Memphis term grade point average (GPA) of at least 2.1 (undergraduates), 3.1 (graduates), or 2.1 (law school) each semester,  
**AND** maintain a minimum 67% completion rate or earn credit in all attempted hours.
- Receive passing grades in all courses with no incompletes (I).

#### Pace of Progression – Your academic plan requires the following:

- Earn credit in at least 80% of attempted courses. Withdrawals (W), incompletes (I), or “F” grades count against completion **AND**
- Maintain a cumulative University of Memphis grade point average (GPA) of at least 2.0 (undergraduates or law) or 3.0 (graduates).

#### Maximum Timeframe - Your academic plan requires the following:

- Maintain a cumulative University of Memphis grade point average (GPA) of at least 2.0 (undergraduates or law) or 3.0 (graduates),  
**AND** meet the criteria required to graduate by the date specified on your approved graduation plan.
- Receive passing grades in all courses with no incompletes (I).

#### Combination of Two or More Failed Standards - Your academic plan requires the following:

- Earn credit in all attempted courses. This means no withdrawals (W), incompletes (I), or “F” grades, **AND**
- Earn a University of Memphis term grade point average (GPA) of at least 2.1 (undergraduates), 3.1 (graduates), or 2.1 (law school) each semester.

Following each Financial Aid Probation term, your Satisfactory Academic Progress will be evaluated again. You will remain on Probation as long as you continue to adhere to your Academic Plan. **If you do not adhere to the Academic Plan you will be placed on Financial Aid Suspension, and you will no longer be eligible to receive federal financial aid. You will be responsible for paying all future tuition and fees without financial aid by the fee payment deadlines published by the Bursar’s Office.**

**If you wish to regain financial aid eligibility, you must either be meeting the SAP standards above in a future semester OR submit another appeal based on different extenuating circumstances not explained or previously documented.**

### C. CERTIFICATION AND SIGNATURE

*My signature and date below acknowledges that I have read and understand the conditions of this academic plan. Furthermore, I understand that I will not qualify for financial aid for any subsequent semester if I do not fulfill the terms of my academic plan.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_