



Satisfactory Academic Progress Appeal Form

Use this form if you wish to appeal the finding that you are not meeting the University of Maine at Machias' Satisfactory Academic Progress Policy for financial aid recipients.

Who can appeal: Every student has the right to appeal in writing if you believe that you have significant circumstances beyond your control that have impeded your academic progress. Special circumstances for review may include: medical problems, a death in the family, or other family crisis.

How to appeal: Complete ALL sections and return the completed signed form with accompanying documentation to:

University of Maine at Machias
Financial Aid Office
116 O'Brien Avenue
Machias, ME 04654

Appeals must be received within 30 days of receiving your SAP status notification

Documentation: You are required to provide documentation to support your appeal.

1. If you are required to submit **Medical Documentation**, the documentation must be on official letterhead and include: Diagnosis/Date of Diagnosis, Date of Onset of Condition, Pertinent History, Functional Limitations, Treatment Recommendations and Prognosis, Credentials (ex: MD, DO, LCSW, PA, NP, Psychologist)
2. If you are required to document a **Death in the Family** you must submit a copy of the obituary.
3. If your appeal concerns the **maximum time frame to complete your degree** you must submit a detailed plan of study signed by your academic advisor.

****You may submit an additional appeal letter with your documentation, however your appeal will not be reviewed until this completed appeal form is received.****

PLEASE NOTE: Your appeal will be considered incomplete until required documentation has been received.

Section 1: (Please print or type)

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID</i>
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Current Mailing Address

Phone #: _____ *Email:* _____

Acad. Major(s): _____ *Advisor:* _____

Cumulative GPA: _____ *Degree hours earned:* _____

Current grade level: _____ *Anticipated graduation date:* _____

Section 2: (Please print or type)

Please indicate the significant circumstances that have contributed to your inability to maintain Satisfactory Academic Progress by checking any category that applies to you. You must also follow the instructions for each checked category. At least one of the below categories MUST be completed.

Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended treatment or recovery time. Briefly explain below and provide the required medical documentation (see first page of this form to view guidelines on submitting medical documentation).

Death of an immediate family member. Attach a copy of the obituary and include the name of the deceased and relationship to you below.

Significant trauma in student's life that impaired the student's emotional and/physical health. Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome the condition below. Supporting documentation from a third party also must be attached (see first page of this form to view guidelines on submitting medical documentation).

Other unexpected documented circumstances beyond the control of the student. Please explain in detail the nature and dates of the unexpected circumstances. Supporting Documentation also must be provided.

Section 3: (Please print or type)

Please outline what you have changed in your circumstances and your approach so that you may meet the academic progress policy. Be specific about these changes and how they address the problems you have had in the past.

Please check any that apply:

- Additional page(s) attached
- Supporting documentation attached
- Signed Plan of Study/Degree Completion plan attached

PLEASE NOTE: You may receive another notification regarding your Academic Standing from our Academic Affairs Office. If you wish to appeal that decision, it is a separate appeal process and details will be provided in the Academic Standing notification that you receive via your MaineStreet Message Center.

You will be notified of the decision of your Satisfactory Academic Progress Appeal in writing.

If your appeal is denied, you will be responsible for all outstanding University Charges.

Date Name (print) Signature