

University of Vermont  
Satisfactory Academic Progress  
**Maximum timeframe**  
Appeal & Academic Plan

Office of Student Financial Services  
223 Waterman Building  
Burlington, VT 05405  
sfs.compliance@uvm.edu

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

Student ID: \_\_\_\_\_

To be eligible for UVM need-based and federal financial aid, you must meet UVM's Satisfactory Academic Progress (SAP) standards. The SAP standards are in place to ensure that you are making positive progress towards your degree. If you are not meeting these SAP standards, you are ineligible for financial aid. Separate requirements apply to UVM merit-scholarships.

If your ability to meet the SAP standard was impacted by extenuating circumstances, you may submit a SAP appeal to Student Financial Services. Appeals are reviewed on a case-by-case basis; decisions of the appeals committee are final and will be communicated to your UVM email. **Submitting an appeal does not guarantee approval.**

### **Instructions & Deadlines:**

Appeals must be received **before the first day of the semester** or by May 31<sup>st</sup> for summer term. Submit your appeal before the deadline. Late appeals will not be considered.

1. Complete Sections 1 and 2 of the SAP Appeal (pages 2 and 3 below).
2. If applicable, gather supporting documentation to attach to your appeal.
3. Meet with your Student Services advisor to review your academic plan which requires their signature.
4. Submit your completed appeal to [sfs.compliance@uvm.edu](mailto:sfs.compliance@uvm.edu) before the first day of the semester or before May 31<sup>st</sup> if seeking financial aid for the summer term.

### **Summary of SAP Standards:**

UVM's SAP Standards for financial aid recipients require that undergraduate students:

- Successfully complete at least 67% of all credits attempted AND;
- Maintain a cumulative GPA of at least:
  - 2.00 for all majors in CALS, CAS, CESS, CEMS, GSB, RSENR, and undeclared in CNHS
  - 2.80 for CNHS Professional Nursing;
  - 2.50 for CNHS Exercise Science and Communication Sciences and Disorders;
  - 2.30 for CNHS Biomedical and Clinical Sciences, Medical Laboratory Sciences, Medical Radiation Sciences, Public Health Sciences, and Health Sciences;
- **Complete all requirements for their degree within 150% of the published length of the program in credit hours attempted.**

Visit <https://www.uvm.edu/studentfinancialservices/satisfactory-academic-progress> to view the complete policy and answers to frequently asked questions.

**Students who have exceeded the allowable time to complete their degree must appeal for an exception to the SAP Maximum Timeframe standard if they wish to continue to receive financial aid.**

- If the appeal is approved, students may only take the courses listed on their Academic Plan.
- Enrolling in courses other than those listed on the academic plan or withdrawing from any course will result in termination of financial aid eligibility.

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

Student ID: \_\_\_\_\_

**Section 1: Student Circumstances (to be completed by the student)**

In the space below or as an attached document, explain what extenuating circumstances prevented you from meeting the SAP standards. Extenuating circumstances include, but are not limited to, the death of a family member/person of significance; extended personal illness, or other unusual circumstances beyond your control.

Explain how your extenuating circumstances have changed or been resolved **and** the steps you have taken or are taking to ensure that you will be academically successful and meet the SAP standards in the future; include any academic or other support resources which will support your success.

Please indicate the number of credits you expect to take in the next semester and whether you considered enrolling part-time. If you have any outstanding Incompletes, explain when you expect them to be completed.

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

Student ID: \_\_\_\_\_

## Section 2 - Student Certification

Please read and sign below to verify that you understand and agree to the following:

- I have read and understand UVM's Satisfactory Academic Progress policy.
- I understand that submission of this appeal is only a request and does not guarantee that I will be eligible for financial aid.
- I understand I am currently not eligible for financial aid and am responsible for any University charges on my account.
- I understand if my appeal is approved, I will be placed on financial aid probation.
- I understand that to remain eligible for financial aid during financial aid probation, I must:
  - Follow the Academic Plan above and take only the coursework listed below as required for degree completion AND;
  - **Successfully complete all attempted courses with a semester GPA of at least:**
    - 2.00 for all majors in CALS, CAS, CESS, CEMS, GSB, RSENR, and undeclared in CNHS;
    - 2.80 for CNHS Professional Nursing;
    - 2.50 for CNHS Exercise Science and Communication Sciences and Disorders;
    - 2.30 for CNHS Biomedical and Clinical Sciences, Medical Laboratory Sciences, Medical Radiation Sciences, Public Health Sciences, and Health Sciences;
- I understand that my eligibility for financial aid will be terminated if I am not meeting the SAP standards and do not meet the requirements listed above for financial aid probation or take additional courses not listed below.
- I understand that I must meet the SAP standards within 2 calendar years from the start of my first probation term and that my financial aid eligibility will be terminated if I do not meet the SAP standards after 2 calendar years of probation.
- I understand that if I fail to meet the conditions of my probation and am not meeting the SAP standards, I will be ineligible for institutional, federal, and state financial aid and certain private loans.
- I understand that I cannot re-appeal for the same extenuating circumstances if I fail my probation conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

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

Student ID: \_\_\_\_\_

**Section 3: Student Services Advisor Statement – To be completed by Student Services Advisor**

Please use the space below to add any **additional** notes or resources the student will utilize to support their success **other than those previously stated by the student**. If the student is on academic trial, list any requirements for continuing on trial.

**Please list the required courses that are remaining in order for the student to complete their current program**

Subject/ Number	Course Name	Credits	Subject/ Number	Course Name	Credits
<b>Total credits remaining for completion</b>					

**Certification:** Your signature below affirms that you have met with the student and have:

- Reviewed the SAP standard(s) with the student and discussed their academic plan;
- Reviewed support services the student can utilize to support their academic progress;
- Discussed specific steps the student will take to ensure they will be academically successful and meet Satisfactory Academic Progress standards in the future;
- Discussed the number of credits and grades/GPAs necessary to reach the SAP standards within 2 years;
- Discussed the number of credits the student can successfully complete per semester.
- Reviewed with the student that while on SAP probation, they must successfully complete all attempted credits with the minimum GPA required for their college and major;
- Advised the student regarding the successful completion of degree requirements.

\_\_\_\_\_  
Advisor name

\_\_\_\_\_  
Advisor College

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date: