

2016-2017 SATISFACTORY ACADEMIC PROGRESS APPEAL

Print clearly: _____
(Black ink only) Last Name First Name M.I. Student Id #

Local Telephone Number UT E-mail address

Indicate the semester for which you are applying for aid (only one semester will be considered): _____

Have you ever filed an appeal before? Yes No Unknown

Attach the following required documentation to your Satisfactory Academic Progress (SAP) Appeal:

1. Detailed explanation of your special or unusual circumstances that contributed to your lack of compliance with SAP guidelines and what has changed that will allow you to make SAP at the next evaluation.
2. Academic Plan from your college advising center **signed** by advisor or faculty member that shows course requirements from the current semester through graduation. In limited cases a one year academic plan may be accepted. Please provide explanation if your plan is not through graduation. To obtain your Academic Plan, please contact your college academic advising center to make an appointment.
3. Supporting documentation (i.e. doctor's statement, medical bills, obituary, etc.);
4. Complete Academic History printed from MyUTK showing grades from all semesters including the most recent semester attended; and
5. Re-admission notification and/or class schedule (only required if academically dismissed).
6. Undergraduate students who are not making SAP due to Max Attempted Hours must submit a DARS report.

Appeals will not be reviewed until all required documentation has been received. Please be aware, all appeals must be fully submitted 14 calendar days prior to the last day of classes for the term you want to receive aid. Late appeals will not be accepted.

- I am pursuing my first degree. Undergraduate Graduate
 I am pursuing a 2nd degree. Undergraduate Graduate
 I am a double major. Undergraduate Graduate
 Other – Please explain in your appeal
 My anticipated graduation date is (required): _____

Student Signature _____ Date _____

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Has student appealed before? Yes No If yes, when (list semesters or academic year)? _____

Approved for Probationary semester

Appeal denied

Reason: _____

FAO Signature _____

Date _____

Comment added to RHACOMM Date: _____ Response e-mail sent to student Date: _____