

## Satisfactory Academic Progress Appeal for Financial Aid

In accordance with federal Satisfactory Academic Progress regulations, the UW Oshkosh Financial Aid office has established guidelines for evaluating your academic progress. The Satisfactory Academic Progress (SAP) standards are different than the academic standards of the University or department(s). Details regarding SAP eligibility standards can be found at: <https://uwosh.edu/financialaid/process/sap/>

### Step 1

Complete the SAP appeal form and attach documentation supporting your SAP appeal. (If you are on Warning you do not need to appeal)

### Step 2

Return the completed form to the address above **NO LATER THAN SIX WEEKS** after your SAP was evaluated. No appeal will be accepted after the date of the 3rd bill payment.

### Step 3

Determine if you will need an academic plan. If you will not meet SAP within one semester, you **MUST** submit an academic plan. Print the Academic Plan for SAP Appeal at <https://uwosh.edu/financialaid/forms-and-applications/>.

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First Name	Last Name	ID Number	Anticipated Graduation Term
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What extenuating circumstance caused you to not meet SAP? (max 2500 characters)

What has changed with your circumstance that will allow you to meet SAP in the future?

When you return the completed appeal to the Financial Aid office make sure to include the following:

- Did you include your supporting documentation of your circumstance? (See Page 2)
- If necessary did you include your academic plan?
- I have read and understand the terms and conditions of appealing for financial aid eligibility. I certify that the information I have provided is true and complete.

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Student Signature

Date

**NOTE: Signatures cannot be typed. Must be physical signature.**

No incomplete appeals will be considered. Decisions of the SAP Appeals Committee are final. Communications and appeal decisions will be delivered to your UWO email address. Please retain a copy of your completed appeal for your records.



Scan code for more details  
on the SAP appeal process.

## Supporting Documentation for SAP Appeal

Extenuating Circumstance		Required Documentation
Work Related	Required overtime, required schedule change,	-Letter from employer including effective dates(s) and whether the increase in hours was mandatory
	Reduced hours resulting in increased childcare need, layoff, job loss	-Letter from employer -Separation letter
Medical or Mental Health Concern	Serious illness or change in health status	-Letter from doctor -Record of doctor visits
	Surgery/hospitalization	-Letter stating doctor advised period of recovery -Record of doctor visits -Hospitalization records -Copies of medical bills documenting illness/injury
	Mental health concern	-Letter from doctor, therapist or counselor
	Dental emergency	-Record of dental visits -Letter from dentist -Letter stating dentist advised period of Recovery
Dependent Care	Dependent's Medical Condition	-Records from doctor visits -Letter stating doctor advised period of recovery -Hospitalization records
	Dependent-care Issue	-Letter from former care provider -Letter from new care provider
Other	Death of a Loved One	-Obituary -Funeral program -Letter from counselor -Documentation should include date and indicate relationship to the deceased -Death Certificate
	Housing Insecurity/Eviction	-Eviction notice -Letter from transitional housing program
	Assault/Domestic Violence	-Police report -Court documentation -Letter from clergy, social worker, counselor, doctor
	Other	-A signed and dated letter from someone who is familiar with your situation and can support the reason for appeal (clergy, social worker, case worker, counselor, advisor, doctor, etc.)