



# Financial Aid & Scholarships Office

## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM and STATEMENT OF POLICY FOR FINANCIAL AID ELIGIBILITY

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

I request that my status for financial aid eligibility be reviewed for (check only one) \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

### Please check the appropriate box and follow the instructions in the next section.

- I am a student who did not fulfill the requirements for Satisfactory Academic Progress **Warning**.
- I am a student who has made academic progress but did not fulfill the requirements for Satisfactory Academic Progress **Contract** (previous appeal was approved).
- I am a student who left UMKC while not making Satisfactory Academic Progress and must file an appeal with the UMKC Financial Aid and Scholarships Office (UMKC FASO) to be considered for financial aid after readmission to UMKC.
- Other: \_\_\_\_\_

### REQUIRED ACTION: Submit this page and all of the following items to the Financial Aid and Scholarships Office

- A signed, written explanation **from you** detailing the reason(s) for your lack of satisfactory academic progress (SAP). Address each of the preceding terms during which you did not fulfill the requirements for SAP, SAP Warning, and/or SAP **Contract**. Be specific regarding one or more of the following:
  - dropped classes                      repeated courses
  - withdrawals                              transfer credit
  - incomplete grades    low GPA
- Documentation supporting your explanation (acceptable documentation consists of letters, photocopies of bills, medical records, death certificates, obituaries, birth certificates and official reports, or other information from third party sources which supports the student's case);
- A statement **from you** explaining what corrective measures you have taken to assure satisfactory academic progress in the future;
- A signed, detailed plan **from your academic advisor** outlining one or more of the following (if applicable):
  - how you will assure satisfactory academic progress in the future (improve GPA, complete all attempted courses)
  - how and when you will satisfy your current incomplete grades
  - how you will meet the requirements for graduation by your anticipated graduation date
- In some circumstances, this appeal may contain information related to sexual harassment, sexual misconduct, and other forms of sex discrimination. According to the University of Missouri System Policy, any incident of sexual harassment of any kind, including sexual assault, committed against students must be reported to the University Title IX Coordinator, so any documentation you provide may be submitted to their office.

**NOTE: Inability to master the course work is not an acceptable reason for poor grades. Poor and/or failing grades are not acceptable reasons for withdrawal from classes for financial aid purposes. Only those events beyond the student's control (i.e., illness, death in immediate family, etc.) are acceptable reasons for an appeal.**

**DEADLINE FOR SUBMISSION OF THIS FORM:** Except for students who fail SAP in the spring term and do not attend the summer term, this form must be submitted by the first Friday after the beginning date of the term for which financial aid consideration is requested. Students who fail in the spring semester and do not attend the summer must appeal by the first Friday in the month of August.

Appeals are reviewed by the UMKC Financial Aid and Scholarships Office SAP Committee. Students are notified in writing via their UMKC email of the decision. **This office will reject (deny) any appeal that does not have documentation.**

The **UMKC Policy for Financial Aid Eligibility** is stated on page two.

5100 Rockhill Road 101 AC  
Kansas City, MO 64110-2499

Phone: 816-235-1154  
Fax: 816-235-5511

E-Mail: [finaid@umkc.edu](mailto:finaid@umkc.edu)  
Toll Free: 1-800-775-UMKC



## Satisfactory Academic Progress Policy

---

*Federal regulations require schools to have a policy and a procedure to measure the academic progress of all of its students. All UMKC students are subject to the Satisfactory Academic Progress (SAP) policy and must meet the standards of the policy to receive financial aid.*

### **SAP Requirements**

To maintain SAP at UMKC, a student must:

1. Maintain a minimum cumulative grade point average (GPA)  
Undergraduate Students: must maintain a **current term** minimum grade point average of **2.0**.
  - a. Eligibility ceases for undergraduate students who do not maintain a UMKC **cumulative GPA of 2.0**.
  - b. Medicine, Pharmacy, and Dental Hygiene students are monitored by their school of study. Graduate Students: Graduate and Ph.D. students must meet the standards determined by the student's school of study.  
Professional Students: must meet the standards determined by the student's school of study.
2. Maintain a minimum completion rate for attempted credit hours.  
Undergraduate Students: must successfully complete **66.67%** of attempted credit hours (current term and UMKC cumulative).  
Graduate Students: must successfully complete **66.67%** of attempted credit hours (current term and UMKC cumulative)  
Professional Students: must meet the standards determined by the student's school of study. *Eligibility automatically ceases for students who complete 0% of attempted credit hours.*
3. Complete a degree or certificate program in no more than 150% of the average length of the program.  
Undergraduate Students: eligibility ceases after 180 attempted credit hours.
  - a. Eligibility for most Conservatory, Education, and Engineering programs ceases after 225 attempted credit hours, however, the amount may be less depending on the program length.  
Graduate Students: eligibility ceases after 75 attempted credit hours.
    - a. Eligibility for most graduate Business programs ceases after 96 attempted credit hours, however, the amount may be less depending on the program length.
    - b. Eligibility for most graduate Nursing programs ceases after 97 attempted credit hours, however, the amount may be less depending on the program length.  
Professional Students: eligibility ceases when the student is no longer admitted or is dismissed from the professional program. *Students working on a subsequent degree at a prior level (e.g. second bachelor's degree, second master's degree, doctoral degree, etc.) should notify the Financial Aid and Scholarships Office (FASO) in writing for further consideration.*
4. Meet the academic standing policy required for your degree or certificate program.

### **Monitoring SAP**

- The Financial Aid and Scholarships Office will monitor SAP at the end of each semester including Fall, Spring, and Summer.
- Students who fail the SAP policy or who are placed on SAP Warning will be sent an email notification to their UMKC email account.
- Generally Non-Degree seeking students are not eligible for aid.

### **Financial Aid Warning**

A student that does not meet SAP requirements will be given a warning status code to allow them one semester to regain eligibility by meeting the minimum GPA and or completion rate requirements listed under the [SAP Requirements](#) section of this policy. Students are only given a warning status after having been in a SAP eligible status. In some cases, as indicated in the [SAP Requirements](#) above, students may automatically fail the SAP policy instead of receiving a warning status. When a student automatically fails the SAP policy, they become ineligible to receive aid.

Additionally, any student who is placed on academic probation by his or her school or college is also considered to be on Satisfactory Academic Progress Warning and is expected to comply with the probation requirements of both the school or college and the UMKC Financial Aid and Scholarships Office.

### **Ineligible to Receive Aid**

Students who fail to fulfill the requirements of Satisfactory Academic Progress Warning or automatically fail the SAP policy are not eligible for financial aid. These students will receive notification of their failure to comply and relevant future aid may be cancelled following the appeal period.

Students who have not met Satisfactory Academic Progress standards and/or are on Satisfactory Academic Progress Warning are not eligible for consortium agreements or for participation in study abroad programs.

### **Appeal Process**

Students who are ineligible for aid due to failing SAP Warning or who automatically failed the SAP policy and who feel that extenuating circumstances should be considered (family death, illness and/or hospitalization, etc.), should submit an appeal to the UMKC Financial Aid and Scholarships Office.

The appeal form is available on our website at:

[http://www.sfa.umkc.edu/site2/forms/other/satisfactory\\_academic\\_progress\\_appeal.pdf](http://www.sfa.umkc.edu/site2/forms/other/satisfactory_academic_progress_appeal.pdf)

The Appeal Deadline is the first Friday after the beginning date of the term for which financial aid consideration is requested. Appeals received after this deadline will be accepted on a case by case basis. Students who fail to submit an appeal within this deadline may have their aid cancelled.

The appeal must include

1. Solid documentation supporting the reason(s) the student failed to meet satisfactory academic progress or complete the probationary requirements, including a written statement from the student.
2. An **academic plan** approved by the student's academic advisor outlining one or more of the following:
  - a. how the student will meet satisfactory academic progress in the future (improve GPA, complete all attempted courses).
  - b. how and when a student will satisfy current incomplete grades (if applicable).
  - c. how you will meet the requirements for graduation by your anticipated graduation date.
3. A statement explaining what corrective measures have been taken to assure satisfactory academic progress in the future.

Appeals are reviewed by the UMKC FASO SAP Committee and or the Financial Aid and Scholarships Director. Students will be notified of the decision in writing via email within two-four weeks of the start of the term. See the Regaining Aid Eligibility section of this policy for information on if an appeal is denied.

### **Financial Aid Probation**

Students are placed on financial aid probation if they successfully submit a SAP appeal that is approved. Aid is reinstated for students placed on financial aid probation status and are expected to meet SAP Requirements by the end of the term. However, students on Financial Aid Probation will not be approved for any type of consortium agreement or study-abroad and are ineligible for work-study.

Some students who file a successful appeal with the UMKC FASO may be required to complete a Satisfactory Academic Progress Probation Contract. Students who are put on a Satisfactory Academic Progress Probation Contract may be required to fulfill specific terms while on Financial Aid Probation, such as participation in the Coaching Program offered through the Center for Academic Development (CAD). To be considered for financial aid for the specified term, the student must sign and return a copy of the contract, thereby indicating that they have read and agreed to the terms of the contract. Financial Aid will be processed following receipt of a valid, signed contract.

### **Regaining Aid Eligibility**

To regain financial aid eligibility after an unsuccessful SAP Probation or after denial of a SAP appeal, a student must do the following WITHOUT receiving financial aid from UMKC:

1. Achieve the minimum grade point average as indicated in the first SAP Requirement above.
2. Attain the minimum completion rate for attempted credit hours as stated in the second SAP Requirement above.
3. Complete 100% of attempted credit hours.

*It is the student's responsibility to notify the UMKC FASO in writing once all requirements to regain financial aid eligibility have been completed.*

### **Attempted Credits**

- "Attempted credit hours" is defined as the number of credits in which a student is enrolled as of the University Census Date of each term. This date coincides with the last day to drop with no record (refer to the UMKC Academic Calendar). "Successful completion" is receiving earned credit as defined by UMKC grading policy. Attempted credits include the following:
  - Successfully completed (with passing grades)
  - Non-passing grades- includes dropped, failed, and incomplete courses, remedial and audit courses for which no credit is received, and repeated courses (in which you previously received a passing grade) do not count towards credit hours earned. Credit hours for a course are earned by completing and passing the class.
  - Repeated classes
  - Dropped credits after the add/drop period
  - Withdrawal from a semester on or after the first day of class that results in a W ○ Grades which are changed to a W through the Academic Standards appeal process ○ Transfer credits

### **Additional SAP Information**

- Non-degree seeking students are exempt.
- Students enrolling for their first semester at UMKC are considered to be making satisfactory academic progress.
- Students who left UMKC while not making satisfactory academic progress and are readmitted to UMKC must file an appeal with the UMKC FASO.
- This policy is applicable with respect to eligibility for all types of Federal, State, and University financial aid administered by the UMKC FASO.
- Some forms of aid may require higher standards to maintain eligibility.

- Undergraduate students must be enrolled at half-time status for financial aid to disburse (excluding the Federal Pell Grant).
- Graduate students must be enrolled in at least half-time status for aid to disburse.

*This is a copy of the official policy which can be found on the Financial Aid and Scholarships website at:  
[http://www.sfa.umkc.edu/site2/forms/policies/2013\\_2014\\_satisfactory\\_academic\\_progress\\_policy.pdf](http://www.sfa.umkc.edu/site2/forms/policies/2013_2014_satisfactory_academic_progress_policy.pdf)*



## Financial Aid & Scholarships Office

# SATISFACTORY ACADEMIC PROGRESS ACADEMIC PLAN FORM

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Degree Area:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Expected Graduation Date:** \_\_\_\_\_

\_\_\_\_\_  
 (INITIAL) I have read the above UMKC Satisfactory Academic Progress Policy for Financial Aid Eligibility and understand the reason(s) I have not met satisfactory academic progress for financial aid eligibility. Below is my current plan of study for degree completion that details how I will meet requirements for graduation. This was completed with the help of my academic advisor.

\_\_\_\_\_  
 (INITIAL) If granted an SAP Contract, I agree to notify the Financial Aid & Scholarships Office in writing, prior to the end of the semester if I do not believe I will be able to meet the requirements outlined in my SAP Contract.

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

### PLAN OF STUDY

Spring _____	Summer ____	Fall _____

Spring _____	Summer ____	Fall _____

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Name Printed:** \_\_\_\_\_

**Advisor Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*This is a tentative plan of study. This schedule may change each semester to accommodate scheduling and/or class availability.