

## SAP Appeal for Reinstatement

The **SAP Appeal for Reinstatement** is used to begin the appeal process when a student has not met GPA standards for an academic program of study, Pace (67% Rule) requirements towards degree completion and/or the Maximum Timeframe (150% Rule) to achieve his/her degree or certificate. Failure to meet required performance standards may make a student ineligible federal and state financial aid.

To appeal for reinstatement of financial aid, please provide the information below and submit the necessary supporting documentation to the SAP Appeals Committee. You may contact your Success Coach to assist you with questions regarding progress towards a degree program.

<b>Student's Name</b>	<b>Student's ID#</b>
<b>Program of Study</b>	<b>Today's Date</b>
<b>Institution Attending</b> <input type="radio"/> UW-Milwaukee <input type="radio"/> UW-Parkside	<b>For Office Use Only</b>  <input type="radio"/> Appeal Approved  SAP Plan Required <input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Appeal Denied
<b>Reasons for Financial Aid Ineligibly (check all that apply):</b> <input type="radio"/> GPA <input type="radio"/> Pace (67% Rule) <input type="radio"/> Maximum Timeframe (150% Rule)	

You may use a separate document to address the following information.

- 1. Extenuating Circumstances:** Please indicate the kind of extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress

- Medical Condition: \_\_ Self/ or \_\_ Family Member/Dependent
- Death in Family
- Military Deployment / National Guard Service / Reservist Training
- Work related situation
- Change of programs / completing another degree
- Other: \_\_\_\_\_

- 2. Provide Documentation** that supports the extenuating circumstance(s) for which you are appealing. Letters (typed on letterhead) from medical professionals should state whether the area of concern has been resolved and provide a professional opinion regarding the student's ability to return to school. See examples of acceptable documentation at **Supporting Documentation for SAP Appeals**.
- 3. Personal Statement:** Provide a signed statement describing the extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress for financial aid eligibility, and how these extenuating circumstances have changed.
- 4. Sign, date and return forms by email to:** [financialaid@uwex.edu](mailto:financialaid@uwex.edu)  
*or mail to:* UW Flexible Option Financial Aid Office, 780 Regent Street, Madison, WI 53715

Within 1 to 2 weeks of receiving your appeal, the UW Flexible Option Financial Aid Office will notify you via email on whether your appeal was approved or denied.