The University of Montana Western

Financial Aid Satisfactory Academic Progress Appeal Form

Satisfactory Academic Progress (SAP) is cumulative in nature and takes into account all classes attempted, not just the previous academic year. You should review the SAP policy on the web at: http://financialaid.umwestern.edu/forms.html.

If you have experienced extenuating circumstances that prevented you from satisfying the requirement, you may appeal using this form.

Please submit completed form and supporting documentation to:
(Mail) Financial Aid Office, 710 S Atlantic Street, Dillon MT 59725
(Fax) (406) 683-7510
(In Person) Short Administration Building

Student's name _____
Last First MI

E-mail: _____ Student ID: _____ Phone: _____

What type of appeal are you submitting? (Check only one) ☐ Maximum Time Frame ☐ GPA/Completion Ratio ☐ Both

What to Submit for All Appeals

	1. Print and complete this form
	2. For MAXIMUM TIME FRAME APPEALS, have you completed one or more prior degrees? (Circle one) Yes No
	3. You will need to provide a **typewritten, signed, detailed explanation** of how extenuating circumstances beyond your control prevented you from meeting the requirements. **In addition, you must explain what has changed or has been resolved that will allow you to maintain academic progress.** Extenuating circumstances include, but are not limited to: • Documented medical condition or serious illness (mental or physical) • Documented learning disability • Death of a family member or friend • Involuntary call to active duty • Documented change in conditions of employment • Other extraordinary/emergency circumstances, such as natural disaster ✓ MAXIMUM TIME FRAME APPEALS • Explain why you have attempted more than 150% of the required number of credit hours for your current program without graduating • If you are pursuing an additional degree, explain why you need to do so
	4. Attach date specific supporting documentation from a disinterested third party. Documentation includes, but is not limited to: • Letter from physician or counselor on letterhead indicating the date you were under their care • Copy of death certificate, obituary or third party documentation of death • Accident reports, police reports, court records, etc. ✓ MAXIMUM TIME FRAME APPEALS • Attach documentation to support your explanation of attempting more than 150% of the required credit hours for your current degree program DO NOT submit original records—they will not be returned. All copies must be legible.
	5. Copy of loan debt from NSLDS: https://www.nslds.ed.gov/nslds_SA/ (First page only)
	6. Appeals submitted without documentation will be pending until the required documentation is received.
	7. Letters from family, relatives and friends are not recommended. If this is the ONLY information you can provide, you must meet with the Financial Aid staff to determine what is acceptable.

Documents must be submitted according to the requirements listed above; however, this *DOES NOT GUARANTEE* APPROVAL.

TIME FRAME: Appeals are reviewed by the Financial Aid Appeals Committee at the beginning of each semester. Appeals committee results will be emailed to your Montana-Western student email.

IF THE APPEAL IS DENIED: An additional appeal may be submitted ***IF*** additional information becomes available.

APPEAL DEADLINES: September 15th (fall term); February 15th (spring term); June 1 (summer term)

Certification Statement: By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, and that I have appropriately obtained all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) Policy and understand that submitting this form does not guarantee that my request will be granted.

_____ _____
Student Signature **Date**