

**2021-2022**

**Satisfactory Academic Progress (SAP)  
STUDENT Appeal Form**



**Office of  
Student Financial Aid**  
UNIVERSITY OF WISCONSIN-MADISON

Name \_\_\_\_\_ Campus ID # \_\_\_\_\_  
Last First

You did not meet the minimum requirements to maintain [Satisfactory Academic Progress](#) and must appeal to regain your financial aid eligibility. Please complete each section, include your Campus ID on your appeal and any supporting documents you choose to submit, and return all materials to our SAP Review Team directly, [satisfactory.progress@finaid.wisc.edu](mailto:satisfactory.progress@finaid.wisc.edu).

**Check here *ONLY* if you were impacted by the COVID-19 Crisis. Check all that apply:**

- Internet/Computer Issues
- Trouble with Virtual Learning
- Home/Family issues
- Illness/Quarantine
- Stress/Mental Health
- Financial Issues
- Other \_\_\_\_\_

**I did not meet the minimum SAP standards for the following *non-COVID-19* related reasons (i.e. illness, death, personal, family, or financial difficulties, military service, difficulties managing priorities, etc.)**

**Use the space below to outline your specific plan for meeting SAP in future terms. Share what you will do to adjust your study habits and cope with the circumstances in your life so that you can be academically successful moving forward:**

If there is anything else we should know about your situation, please attach additional information.

- My enclosed SAP appeal explains in detail:**
  - Why I did not meet minimum SAP standards, but more importantly
  - Outlines my specific plan for what I will do to adjust my study habits and cope with the circumstances in my life so that I can be successful moving forward.
  
- I have met with my academic advisor and discussed ways to improve my academic performance.** I requested that they complete and submit the **SAP Advisor Form** directly to the SAP Review Team at the Office of Student Financial Aid (OSFA).
  
- I have reviewed the [deadlines for receiving financial aid](#),** which includes submitting any required financial aid-related documents four weeks before classes begin and understand that failure to provide documentation in a timely fashion may result in the cancellation of my financial aid.
  
- I will email, mail, or fax the SAP Student Appeal Form with my appeal letter and any additional documents to the SAP Review Team at OSFA** – contact information is below.

**By submitting this form, I understand that:**

- ✓ My appeal will not be reviewed until both my appeal letter **as well as** my Advisor Form have both been submitted to OSFA.
  
- ✓ The SAP Review Team may follow up with my academic advisors for supporting documentation.
  
- ✓ This appeal applies for the next semester in which I want to receive financial aid.
  
- ✓ If an appeal decision has not been made by the tuition due date, I will have to make payment arrangements with the Bursar's Office, including during the summer term.
  
- ✓ If my appeal is denied and I continue to enroll while failing SAP, I am responsible for paying any expenses on my own.
  
- ✓ If my appeal is approved, I must meet the stipulations of my SAP Plan as outlined by the SAP Review Team in my approval email or I may lose future eligibility for financial aid.
  
- ✓ If I have any questions about this appeal process or my SAP Plan, I will contact the SAP Review Team (<mailto:satisfactory.progress@finaid.wisc.edu>)