

# UMKC Financial Aid & Scholarships Office

## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

The **UMKC Policy for Satisfactory Academic Progress and Financial Aid Eligibility** follows the form instructions. The policy is also available on the website [http://www.sfa.umkc.edu/site/policies/satisfactory\\_academic\\_progress.pdf](http://www.sfa.umkc.edu/site/policies/satisfactory_academic_progress.pdf).

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

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

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

I am a student who: **(check one)**

- did not fulfill the requirements for SAP **Provisional Probation**.
- did not fulfill the requirements for SAP **Contractual Probation** (prior appeal was approved).
- left UMKC while not making satisfactory academic progress and has been readmitted.
- Other: \_\_\_\_\_

I request that my financial aid eligibility be reviewed for: **(select one)**  Fall \_\_\_\_\_  Winter/Spring \_\_\_\_\_  Summer \_\_\_\_\_

I understand that a successful appeal will result in a Satisfactory Academic Progress Contract for the specified term. I also understand that students on Contractual Probation are expected to meet satisfactory academic progress standards by the end of the term. In addition, I understand that undergraduate students are required to participate in the Coaching Program offered through the Center for Academic Development (not applicable during summer term). Details of the CAD Coaching Program will be provided with the contract.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### INSTRUCTIONS: ALL OF THE FOLLOWING MUST BE SUBMITTED TO THE FINANCIAL AID AND SCHOLARSHIPS OFFICE

- A signed, written explanation **from you** detailing the reason(s)\* for your lack of satisfactory academic progress. Address each term during which you failed to meet the minimum grade point average, dropped classes, totally withdrew after the start of the term, or have incomplete grades. Be specific!
  - \* 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 family, etc.) are acceptable reasons for an appeal.
- Documentation supporting your explanation (acceptable documentation consists of letters, photocopies of bills and official reports, or other information from third-party sources which supports the student's case). Documents must be relevant to the time period in question (prior terms during which you did not fulfill the requirements).
- A statement **from you** explaining what corrective measures you have taken to assure satisfactory academic progress in the future. If applicable, please specify:
  - how you will assure satisfactory academic progress in the future (improve GPA, complete attempted courses)
  - how and when you will satisfy your current incomplete grades (for documentation, provide a note or email from your professor or academic unit regarding the plan to satisfy your incompletes) NOTE: Appeal decision may be deferred until completion of these classes, depending on number of incomplete credits and current course load.
  - how you will meet the requirements for graduation by your anticipated graduation date
- A detailed academic plan **from your academic advisor** (not a copy of your classes for the appeal term).

**DEADLINE FOR APPEALS:** This form and all appeal documentation must be submitted by the last business day prior to the beginning date of the term for which financial aid consideration is requested. (If the term starts on a Monday, appeals must be submitted by the previous Friday. If the term starts on a Wednesday, appeals may be turned in through Tuesday.)

Appeals are reviewed by the UMKC Financial Aid and Scholarships Office SAP Committee. Students will be notified of the decision in writing via email within two weeks of the start of the term (one week for summer appeals).

**This office will reject (deny) any appeal submitted without the documentation listed above.**

### WHAT IS SATISFACTORY ACADEMIC PROGRESS?

Federal regulations require schools to have a policy and a procedure to measure the academic progress of all of its students. The policy must fall within Federal guidelines and must measure quality (grade point average) and quantity (number of credit hours completed). All UMKC students are subject to the Satisfactory Academic Progress (SAP) policy and must meet the standards of the policy to receive financial aid.

The University of Missouri-Kansas City (UMKC) has defined what is considered satisfactory academic progress towards certificate/degree completion for financial aid eligibility. UMKC's policy is different for undergraduate, graduate and professional students. 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 Financial Aid and Scholarships Office (see below). This policy is applicable with respect to eligibility for all types of Federal, State, and University financial aid administered by the UMKC Financial Aid and Scholarships Office. Some forms of aid may require higher standards to maintain eligibility.

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

## WHAT IS REQUIRED TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS?

There are three components to UMKC's Satisfactory Academic Progress Policy. Students must comply with **all components** to maintain financial aid eligibility. **The policy components are:**

- Maintaining a minimum grade point average.**
  - For undergraduates, the minimum grade point average is 2.0 (current term and UMKC cumulative). Undergraduate students in Medicine, Pharmacy, and Dental Hygiene are monitored by the school of study.
  - For graduate (Masters, Ed. Spec., and Ph.D.) and professional students (Medical, Dental, Law, and Pharmacy), this component is measured by the student's respective school. Continued enrollment eligibility, as determined by the student's school, is deemed to be satisfactory academic progress for financial aid eligibility since each school's standards are equal to or more stringent than Federal requirements.
- Maintaining a minimum completion rate for attempted credit hours.**
  - Undergraduate and graduate students must successfully complete **66.67%** of attempted credit hours (current term and UMKC cumulative) "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 policy.
  - Professional students must meet the standards determined by the student's school of study.

### NOTES:

- 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.
  - Undergraduate students must be enrolled in at least 6 credit hours for financial aid to disburse (excluding the Federal Pell Grant). Graduate students must be enrolled in at least 5 credit hours for aid to disburse.
  - Students who are considering reducing their course load should contact UMKC to determine whether their loans will continue to be eligible for deferment.
- Completion of a degree or certificate program in no more than 150% of the average length of the program.**
    - For most undergraduate degree programs, eligibility ceases after the student has attempted 180 credit hours. Undergraduate Conservatory, Education, and Engineering programs require more than 120 credit hours so eligibility for these three programs ceases after the student has attempted 225 credit hours.
    - For most graduate level degree programs, eligibility ceases after the student has attempted 75 graduate credit hours. Graduate Business students may accumulate up to 96 credits. Students in graduate Nursing are allowed up to 97 credit hours.
    - For professional students, eligibility ceases when the student is no longer admitted to a professional program.

### NOTES:

- Undergraduate and graduate 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 this office in writing for further consideration.

## HOW IS THE POLICY APPLIED?

Eligibility is monitored each term. Students not meeting the requirements of the policy are notified (via Pathway and email) that they have not made progress. Students previously in good standing who fail to meet component one and/or component two of the policy are placed on Satisfactory Academic Progress **Provisional Probation**. Probationary students (provisional and contractual) who fail to meet any component are ineligible for financial aid. Students previously in good standing who fail to meet component three of the policy (>150% of program credit hours) are immediately ineligible for financial aid; no probationary period applies.

## WHAT IS SATISFACTORY ACADEMIC PROGRESS PROVISIONAL PROBATION?

Students who are placed on Satisfactory Academic Progress **Provisional Probation** have one term to correct a progress problem stemming from low grade point average or lack of credit hour completion. Students who have not met Satisfactory Academic Progress standards and/or are on Satisfactory Academic Progress Provisional Probation are not eligible for consortium agreements or for participation in study abroad programs. Any student who is placed on academic probation by his or her school or college is also considered to be on Satisfactory Academic Progress Provisional Probation and is expected to comply with the probation requirements of both the school or college and the Financial Aid and Scholarships Office.

## WHAT HAPPENS IF I DO NOT FULFILL THE REQUIREMENTS OF PROVISIONAL PROBATION?

Students who fail to fulfill the requirements of Satisfactory Academic Progress **Provisional Probation** are not eligible for financial aid. These students will receive notification of their failure to comply and relevant future aid may be cancelled following an appeal period. To regain eligibility for future financial aid at the University of Missouri-Kansas City and meet satisfactory academic progress standards, a student must do all of the following during a single semester (without financial aid): achieve the minimum grade point averages (as indicated in component one) and attain the minimum completion rate for attempted credit hours (as stated in component two). It is the student's responsibility to notify the UMKC Financial Aid and Scholarships Office in writing once all requirements to regain financial aid eligibility have been completed. This does not require an appeal.

## WHAT IF I HAVE EXTENUATING CIRCUMSTANCES?

Students who are ineligible for aid due to failing SAP Probation (Provisional or Contractual) and who feel that extenuating circumstances should be considered in the denial of financial aid (family death, hospitalization, discontinuation of a degree program, etc.), may submit an **Appeal** to the UMKC Financial Aid and Scholarships Office. The Appeal Deadline is the last business day prior to the beginning date of the term for which financial aid consideration is requested. (If the term starts on a Monday, appeals must be submitted by the previous Friday. If the term starts on a Wednesday, appeals may be turned in through Tuesday.)

The appeal must include documentation supporting the reason(s) the student failed to meet satisfactory academic progress or complete the probationary requirements and, if applicable, an academic plan approved by the student's academic advisor. Students with incomplete grades pending from prior terms must provide a plan for completion of those credits. Appeals are reviewed by the UMKC Financial Aid and Scholarships Office SAP Committee. Students will be notified of the decision in writing via email within two weeks of the start of the term (one week for summer appeals). If the appeal is denied, the student may: a) attend UMKC, taking full financial responsibility until satisfactory academic progress standards are met; b) appeal to the Director of the UMKC Financial Aid and Scholarships Office, whose decision is final; or c) withdraw from UMKC. If the appeal is approved, the student will be offered a Satisfactory Academic Progress **Contract**.

## WHAT IS A SATISFACTORY ACADEMIC PROGRESS CONTRACT?

Students who file a successful **Appeal** with the UMKC Financial Aid and Scholarships Office are offered a Satisfactory Academic Progress **Contract**. Students on **Contractual Probation** are expected to meet satisfactory academic progress standards (as indicated above) by the end of the term. Undergraduate students on **Contractual Probation** are also required to participate in the Coaching Program offered through the Center for Academic Development (CAD). Financial aid is available during Contractual Probation; however, students will not be approved for any type of consortium agreement or study-abroad. Students on Contractual Probation are also ineligible for work-study. 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.