

Advisor Guide to Satisfactory Academic Progress (SAP) Appeal for Reinstatement of Federal Financial Aid Eligibility

Full Satisfactory Academic Progress (SAP) Policy: uri.edu/financial-aid/apply-for-aid/sap/

Why does my student need to appeal?

- A student must appeal for financial aid reinstatement if they do not meet **one or more** of the following requirements:
 - **Cumulative GPA** below 2.0 after attempting at least 60 credits.
 - **Completion rate** of attempted courses is below 67%. All attempted courses, including repeats, are counted in this calculation.
 - **Maximum timeframe exceeded:** The student has attempted credits beyond 150% of their published program length (e.g. over 180 credits for a 120 credit program).

Where are the SAP Appeal forms located?

- Students can access the SAP Appeal form on the Enrollment Services website: uri.edu/financial-aid/forms/

What is my role as an advisor?

- **Discuss the student's extenuating circumstances** and help them develop a strategy to regain SAP compliance.
- **Complete and sign** the Financial Aid Academic Plan section of the SAP Appeal form. The student must complete the number of credits from this plan during their probationary financial aid term, if approved.
- **Recommend specific resources** the student should use, if applicable, such as the Academic Enhancement Center or counseling.
- **Write a letter of support**, if requested by the student. This may be used as third-party documentation when no other verification is available.

What other documentation does my student need to submit an appeal?

- **Third-party documentation confirming or supporting the student's circumstances is required in all cases** for a SAP Appeal. Examples include:
 - A letter from a medical provider, employer, counselor, or faculty member
 - Court documents
 - An obituary if death of family member or close friend impacted the student's academic success
 - An accident report
 - A letter of support from an advisor

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How does my student submit their appeal?

- The appeal is completed electronically through Adobe Sign. The student must enter their advisor's name and email during the submission.
- The appeal will then be routed to the advisor for completion of their section. Once the advisor signs the form, it is routed to the Financial Aid Office in Enrollment Services.
- After the appeal is reviewed, the student will receive a response through their URI email.

What if my student needs to change the classes listed on their SAP plan?

- Financial Aid does not need to be notified of individual course changes unless the total number of credits in the plan changes.

If you approve changes to the number of credits outlined in the Financial Aid Academic Plan, email

victoria.mcneil@uri.edu with the updated credit count.

- Per federal regulations, students must complete the number of credits agreed upon in the Financial Aid Academic Plan to remain eligible for financial aid after their probationary term if they are not otherwise meeting the SAP standards.

Questions? Contact Vikki McNeil, Director of Financial Aid at victoria.mcneil@uri.edu