

# Satisfactory Academic Progress (SAP) Petition Form

**Instructions:**

1. Complete the Satisfactory Academic Progress (SAP) Petition.
2. Attach all supporting documentation. Supporting documentation must be dated and reflect the student's name.
3. Meet with your academic advisor to complete the SAP Academic Advisor Documentation Form.
4. Maximum credit students must complete the SAP Course List Form.
5. **Ensure all completed documentation is submitted by the established deadline.**
5. You will be notified via UND email address of the review results, or if additional questions or documentation is needed.

## Student Information

|  |  |
|--|--|
| Student ID: _____                              | Student Name: _____                          |
| Career: <input type="checkbox"/> Undergraduate | Program/Plan: _____                          |
| <input type="checkbox"/> Graduate              | Last/Current Semester Enrolled at UND: _____ |
| <input type="checkbox"/> Law                   | Graduation Date (Anticipated): _____         |
| <input type="checkbox"/> Medical               |  |

**Semester Requesting to Receive Aid:**    Fall    Spring    Summer

**Requested Year to Receive Aid:** \_\_\_\_\_

## Reasons for Petition

**I am appealing my Satisfactory Academic Progress status for the following reason(s):**

You can find the reason you are not meeting SAP in Campus Connection under the Tasks and Communications Tile.

**\_\_\_ Maximum Credits**

**I am pursuing multiple degrees:**    Yes    No

(I have exceeded the maximum attempted credits for degree completion)

SAP Petition Form

SAP Academic Advisor Form (completed with academic advisor)

SAP Course List Form (completed with academic advisor)

Supporting documentation of extenuating circumstance(s)

**\_\_\_ Completion Rate**

(I did not successfully complete 66.667% of attempted credits)

SAP Petition Form

SAP Academic Advisor Form

Supporting Documentation of extenuating circumstance(s)

**\_\_\_ GPA**

(My cumulative GPA is less than a 2.0 as an undergraduate or 3.0 as a graduate/professional student)

- \_\_\_ SAP Petition Form
- \_\_\_ SAP Academic Advisor Form
- \_\_\_ Supporting Documentation of extenuating circumstance(s)

**\_\_\_ I did not follow my Plan of Study**

- \_\_\_ SAP Petition Form
- \_\_\_ SAP Academic Advisor Form
- \_\_\_ Supporting Documentation of extenuating circumstance(s)
- \_\_\_ SAP Course List Form (if Maximum Credits)

**Extenuating Circumstances are circumstances beyond your control which may include, but are not limited to:**

- Legal issues, personal medical or mental health issues, death of a close family member or friend

**Circumstances beyond your control DO NOT include:**

- DUI (or other legal issues resulting from a crime you committed), working too much, not knowing important academic and financial dates and deadlines, not checking your UND e-mail or Campus Connection communications

**Supporting Documentation Attachments:** Please provide official third-party documentation supporting the extenuating circumstances explained in your statement.

Examples of acceptable documentation include, but are not limited to: medical documents, police records, letters of support from a professional third party (therapist, counselor, member of a religious organization, etc.) please view our [website](#) for acceptable documentation.

## Student Statement

Students must complete the questions below with a written statement providing a detailed explanation of the extenuating circumstance(s) that resulted in the student not meeting SAP. The explanation must also address what action(s) the student is taking to be academically successful.

[All About SAP](#) | [UND Dates & Deadlines](#) | [UND One-Stop Student Services](#)

If additional space is needed, attach statements with supporting documentation.

1. Describe the [extenuating circumstance\(s\)](#) that prevented you from meeting Satisfactory Academic Progress Standards.

2. What have you done or what changes have occurred so the extenuating circumstance(s) stated about will not hinder your academic progress in future semesters?

## SAP Petition Acknowledgement

**Initial by each statement to acknowledge understanding of the following Satisfactory Academic Progress Requirements:**

\_\_\_\_\_ I must maintain good academic standing according to the University's Academic Policy as determined by the UND Registrar's Office.

\_\_\_\_\_ I must complete my degree within the maximum time frame allowed.

\_\_\_\_\_ I must successfully complete 66.667% of all credits attempted cumulatively. I understand that successful completion of a course means that I pass the course with at least a 'D' ('C' for graduate students) and cannot withdraw or drop the credits after the financial aid census date.

\_\_\_\_\_ I must maintain a minimum 2.0 cumulative grade point average for undergraduate work or a 3.0 cumulative grade point average for graduate or professional work.

\_\_\_\_\_ I understand I must meet with my Academic Advisor to discuss an academic plan to progress toward degree completion.

\_\_\_\_\_ I understand that I am required to provide supporting documentation and understand that Student Finance may request additional documentation needed.

\_\_\_\_\_ I understand if I fail to meet any of these requirements, I will be placed on SAP disqualification and become ineligible for financial aid. If there are any circumstances beyond my control, I may petition to have my situation reviewed.

\_\_\_\_\_ If applicable, I will adhere to the stipulations outlined in my Plan of Study. I understand that if I fail to meet any of these requirements, I will no longer be making Satisfactory Academic Progress.

***All of the information submitted in this petition is true and complete to the best of my knowledge. I understand that once I fail to comply with federal regulations pertaining to Satisfactory Academic Progress, no future Federal Title IV Aid will be available through the UND Office of Student Finance unless this petition is approved, or I meet SAP requirements on my own.***

Signature (student): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**UND One-Stop Student Services**

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