**Student Financial Aid Office**

**Satisfactory Academic Progress (SAP) Petition Form**

**The Review Process:**
1. Petitions due first day of class
2. Students **MUST** meet with their advisor
3. Maximum credit students **MUST** submit Course List Form signed by advisor
4. Submit all parts of your petition together; petitions that are illegible or incomplete will delay the process.
5. You will be notified of the review results by email to your University e-mail address.

<table>
<thead>
<tr>
<th>Legal Name: LastName</th>
<th>First Name</th>
<th>MI</th>
<th>Student ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career:</td>
<td></td>
<td></td>
<td>Last/Current Semester Enrolled at UND:</td>
</tr>
<tr>
<td>□ Undergraduate</td>
<td>□ Graduate</td>
<td>□ Law</td>
<td>□ Medical (MD)</td>
</tr>
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**Program/Plan: Anticipate**

| Graduation Date: | Semester Trying To Receive Financial Aid: |

**Please check all that apply.**

I am submitting this petition for financial aid reinstatement because my financial aid eligibility has been disqualified: (I am not eligible for aid.)

**Maximum Credits:**

- □ I am pursuing multiple degrees.
- □ I have credits on my record that do not apply to my current degree/major.
- □ Other:

**Documentation Needed:**

- SAP Documentation Form
- A list of required courses and total credits to graduate signed by your academic advisor for each degree.
- Supporting documentation from a professional supporting your situation.

**Completion Rate & GPA:**

- □ I have had significant illness or injury that negatively impacted my progress.
- □ There has been a death in the family.
- □ I have had legal issues that negatively impacted my progress.
- □ Other:

**Documentation Needed:**

- Supporting documentation from a professional supporting your situation.
- Obituary/statement from clergy.
- Legal documents and/or police report.
- Number of remaining credits and anticipated graduation date signed by your academic advisor for each degree.
1. Write a concise statement explaining the circumstances which prevented you from meeting the Satisfactory Academic Progress requirement(s) indicated on page 1 of this petition form.

2. Describe what you have done or what changes have occurred so that the circumstances described above will not hinder your progress in future terms.

3. Describe your academic plan to demonstrate progress toward completion of your degree program.

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 Student Financial Aid Office (SFAO) until this petition is approved, in writing, by the SAP Appeal Committee or the Student Financial Aid Director.

Student Signature: ________________________________ Date: ________________
Satisfactory Academic Progress Acknowledgement Form

I ________________________________ (please print), acknowledge that I have read and understand the following Satisfactory Academic Progress requirements:

(Initial next to each requirement to acknowledge that you have read and understand each one)

_____ 1. I must maintain good academic standing according to the University’s Academic Standing Policy as determined by the UND Registrar’s Office.

_____ 2. I must complete my degree within the maximum time frame allowed.

_____ 3. I must successfully complete 2/3 (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 (UND.edu/financial-aid > Dates and Deadlines).

_____ 4. I must maintain a minimum 2.0 cumulative grade point average for undergraduate work or 3.0 cumulative grade point average for graduate or professional work.

_____ 5. If applicable, I will adhere to the stipulations outlined in my academic plan. I understand that if I fail to meet any of these requirements that I will not be making satisfactory academic progress.

_____ 6. I understand that if I fail to meet any of these requirements, I will be placed on SAP disqualification and ineligible for federal financial aid. If there are circumstances beyond my control, I may petition to have my situation reviewed.

A student may appeal the disqualification of financial aid eligibility from failure to meet the Satisfactory Academic Progress criteria by submitting this petition form along with the required documentation of mitigating or extenuating circumstances that have affected academic progress. A copy of this Satisfactory Academic Progress Standards can be found at UND.edu/financial-aid > Policies > Satisfactory Academic Progress.

Student Signature: ___________________________ Student ID: ____________ Date: ________________