Federal regulations require students to maintain satisfactory academic progress to be eligible for financial aid. It is your responsibility to stay informed of UH Hilo’s satisfactory academic progress policy requirements and to monitor your own progress. Failure to meet these requirements will result in you being placed on financial aid suspension. In some cases, mitigating circumstances may have contributed to your failure to meet the requirements of the SAP policy. You may appeal your denial of financial aid by completing this form and submitting it along with all required documentation.

Name: ___________________________   UH ID Number: ___________________________

Email: ___________________________   Phone Number: ___________________________

For which term are you appealing the reinstatement of your financial aid?  □ Fall  □ Spring  □ Summer  Year: _______

Check the reason(s) for the loss of your financial aid eligibility:

☐ Did not meet **minimum GPA requirement** (2.0 UG/PR, 3.0 GR)

☐ Did not meet **75% cumulative completion rate/pace** (# cr. earned/# cr. attempted)

☐ Have exhausted the **maximum number of attempted credit hours** (150% of your program requirements)

Explain in detail why you were unable to maintain the requirements of the Satisfactory Academic Progress Policy. Also explain in detail what has changed that will allow you to demonstrate satisfactory progress in the next enrollment period should your appeal be approved. *(If additional space is required, attach a separate sheet.)*

**PLEASE PRINT LEGIBLY IN BLACK OR BLUE INK**
ADDITIONAL DOCUMENTATION
Please indicate below if any additional documentation is being submitted with your appeal.

☐ I am not submitting any documentation in addition to my appeal.

☐ I am submitting the following supporting documentation with my appeal:
  ☐ Medical Documentation
  ☐ Academic Plan (for students appealing the loss of eligibility due to exhaustion of attempted credit hours)
  ☐ Other: __________________________________________________________

IMPORTANT NOTES
• The results of your appeal will be sent to you via email to your ‘hawaii.edu’ address. Please allow an average of 2-4 weeks to receive a response.
• You may view your updated SAP status through MyUH Services. Click on ‘View My Financial Aid Information’, then under ‘My Eligibility’ click on ‘Academic Progress’. Select the appropriate Aid Year and you should be able to see your most current eligibility status.

STUDENT CERTIFICATION
I would like to have my financial aid eligibility reinstated. By signing below, I understand the following about the results of my appeal:

If my appeal is APPROVED
• my financial aid eligibility will be reinstated on a probationary status for a specified term.
• future aid beyond the approved probationary term is conditional and will be based upon my academic performance for the specified term.

If my appeal is DENIED
• I will be responsible to pay any current and/or future institutional charges (e.g. tuition, fees, dorm, meal plan, etc.) on my UH student account.
• if I am currently registered for classes, I will be responsible for disenrolling myself to prevent any negative impact to my current academic or account status.

Signature: ___________________________________________ Date: ________________

**FOR FINANCIAL AID OFFICE USE ONLY**

Current SAP Status
Institution GPA: ___________ Total Attempted Cr: ___________
Completion Rate/Pace: ____________________________
(Earned__________ / Attempted__________)

APPEAL DECISION
☐ APPROVED
  AAGPA  AAPACE  AABOTH  AAMAX  AAALL  AACOND
  For Term:  ☐ Fall  ☐ Spring  ☐ Summer  Year: ___________
  Condition (for AACOND): _______________________________________
  MAX term (for AAMAX/AAALL): _______________________

☐ DENIED
  Comments: __________________________________________

Appeal Reviewed By: ___________ Date: ______________
Updated ROASTAT: ___________ Date: ___________ Email Notice Sent: ___________ Date: ______________