Federal financial aid regulations state that a student must make progress towards a degree in accordance with the school’s Satisfactory Academic Progress policy. A student’s federal financial aid eligibility is terminated if the minimum SAP standards are not met after the Financial Aid Warning period has ended. However, a student has the right to appeal the loss of federal financial aid eligibility if extenuating circumstances existed. Complete the appropriate sections of the appeal form and submit by the corresponding deadline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>July 15</td>
</tr>
<tr>
<td>Fall</td>
<td>November 15</td>
</tr>
<tr>
<td>Spring</td>
<td>April 14</td>
</tr>
</tbody>
</table>

3. **Extenuating Circumstances:** please check the appropriate boxes that caused you to fail the SAP standards:
   - **Serious illness or injury to the student**
     - *Required:* Attach a written statement from a physician or medical professional on official letterhead.
   - **Serious illness or injury to an immediate family member**
     - *Required:* Attach a written statement from a physician or medical professional on official letterhead.
   - **Death of immediate family member (child, spouse, parents/legal guardian or sibling)**
     - *Required:* Attach a copy of the obituary or death certificate.
   - **Other Unusual Circumstances** (e.g. military, house fire, crime victim, academic withdrawal, deferred academic dismissal, COVID-19, etc.)
     - *Required:* Supporting Documents (if applicable) to corroborate your statement.

4. **Personal Statement:** on a separate piece of paper, detail the extenuating circumstances that have taken place and what steps you have taken to ensure your future success at UB. Please note: as university employees, we are mandatory reporters and are required to report any violations or alleged violations of Title IX.

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**Section 2: Academic Summary**

1. I am currently working towards:
   - Bachelor’s Degree
   - Master’s Degree
   - Other _________

2. Expected Graduation Date: ____________________
### Section 3: Statement of Understanding and Signature

Check each box to acknowledge that you have read and understand the terms and conditions:
- I understand that I must be currently registered for the current term prior to submitting an appeal.
- I understand that I am responsible for all charges incurred regardless of the SAP Appeal status.
- I understand that the submission of an appeal does not guarantee approval; and the committee decision is final.
- Reinstatement to the university or an approved academic withdrawal does not guarantee receipt of financial aid.

Student Signature (Cannot be typed) _____________________________ Date ________________

### Section 4: Remaining UB Courses (to be completed by an Academic Advisor)

**Complete this section only if appealing for Maximum Time Frame (180 Attempted Credits)**

Please list the remaining UB degree applicable courses, by term (including the current semester), required for degree completion. Copy this side if you need to list required coursework beyond 4 terms.

<table>
<thead>
<tr>
<th>Course</th>
<th>Req.</th>
<th>Cr.</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Summer</td>
<td>☐ Fall</td>
<td>☐ Spring</td>
<td></td>
</tr>
<tr>
<td>☐ Summer</td>
<td>☐ Fall</td>
<td>☐ Spring</td>
<td></td>
</tr>
<tr>
<td>☐ Summer</td>
<td>☐ Fall</td>
<td>☐ Spring</td>
<td></td>
</tr>
</tbody>
</table>

**Section 4 Completed By Academic Advisor only if the student is Maximum Time Frame 180 Attempted Credits**

Academic Advisor (Please Print) _____________________________ Academic Advisor Signature ______________

UB Email Address _____________________________ Date ________________