

U ID NUMBER _____

SATISFACTORY ACADEMIC PROGRESS APPEAL (SPA)

Office of Financial Aid - The University of Memphis

103 Wilder Tower - Memphis, TN 38152

Date: _____

Appealing to Receive Aid for: _____
Semester/Year

Name: _____

SSN _____

Local Address _____

Phone: _____

City/State _____

Zip: _____

Current Academic Level: _____

Major: _____

Anticipated Graduation Date: _____

Type of Degree: _____

In order to complete your appeal, read the following information, complete the reverse side of this form, and provide the appropriate documentation indicated.

FOR ALL APPEALS – Provide a Statement of Extenuating Circumstances.

Use the reverse side of this form to explain the extenuating circumstances (illness, emergency, etc.) that made it difficult for you to meet the **Standards of Satisfactory Academic Progress** for financial aid recipients. Changes in major are not viewed as extenuating circumstances unless they were beyond your control. In your statement:

- 1) Be specific by:
 - Indicating dates/semesters involved.
 - Indicating how the circumstances specifically affected your academic performance.
- 2) Attach documentation (see below) which supports your statement.

FOR APPEALS DUE TO ATTEMPTING THE MAXIMUM NUMBER OF HOURS (180)

- Provide documentation of any developmental studies classes taken at previous institutions.
- Complete a Graduation Plan and have it signed by your academic advisor.

Attach documentation to support the Extenuating Circumstances. Documentation may include, but is not limited to, one or more of the following:

- A signed statement from a medical professional indicating the dates **that you were unable to attend classes.**
- A signed statement from a medical or mental health professional, your academic advisor, or a professional counselor indicating the impact of an illness/emergency on your academic performance.
- A signed statement from a parent or other relative describing a family problem that required your attention and the dates this occurred. The death of a relative is not considered an extenuating circumstance unless you were required to be involved in his or her care.
- An official report of occurrence beyond your control such as a police report, divorce documents, or an insurance damage report.
- A written statement by your advisor indicating any courses that you were advised to take, but that do not apply to your current major.

Allow time for Review. The Student Financial Aid Office will attempt to review your appeal as quickly as possible. You will be sent written notification of the results of the review. **Failure to provide adequate documentation will result in the Appeal being denied.**

