



# UNIVERSITY OF ARKANSAS

Office of Financial Aid • 114 Silas H. Hunt Hall • Fayetteville, Arkansas 72701  
(479) 575-3806 • (479) 575-7790(Fax) • [finaid.uark.edu/document-upload](http://finaid.uark.edu/document-upload)

## 2024-2025 STUDENT AID APPEAL COVER PAGE

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Degree Program: \_\_\_\_\_  
Effective Term (circle one): Summer '24 / Fall '24 / Spring '25

Resolve academic suspension before appealing Satisfactory Academic Progress (SAP).

Instructions for the appeal process:

**Step 1:** Type a letter explaining what barriers hindered you from meeting SAP. The letter should address each semester in which you had grades of W, F, or NC, or in which you did not earn a minimum GPA of 2.0 (2.85 for graduate students). For each of those semesters, include dates related to barriers listed and explain how the situation has changed so you may now be successful. The letter should not exceed 2 pages single spaced using an 11 point font.

Dropping classes because of a bad grade and/or changing majors are not barriers. Incomplete grades, withdrawals, and grades of 'NC' count the same as an 'F' in a class for the quantitative requirement. Neither paying for one's classes nor sitting out for a semester will re-establish your SAP.

**Step 2:** Include documentation to support your letter of appeal. Examples of documentation: physician statement, death certificate, obituary, court documents, or letters from involved third parties such as doctors or therapists, counselors, attorneys, or employers.

**Step 3:** Complete this page by signing and dating the Student Certification section and submit it to the Office of Financial Aid along with your letter of appeal and required documentation. Include your full name and UA ID on each page. **It is your responsibility to ensure all required appeal paperwork has been submitted to the Office of Financial Aid.** Please submit your appeal at the address, fax number, or secure upload listed in the letterhead information above. Emailed documents will not be accepted.

**Step 4:** Provide a **copy** of your appeal letter along with the enclosed Dean's Statement form to Dean's Office of your college. Request the form to be completed and signed by the Dean. The college will submit the Dean's Statement directly to the Office of Financial Aid.

The committee's appeal decision will be sent to your university email address. If an appeal is granted, you will need to meet with a financial aid counselor and know your expected term of degree completion to complete your SAP academic plan before aid can be awarded.

The decision of the committee is final. Re-appeals may be requested if new information or documentation were omitted from the initial appeal.

**All appeal documents must be received before the last committee meeting in the semester for which you are appealing in order for the appeal to be reviewed by the committee.**

### STUDENT CERTIFICATION:

I certify that all of the information on this form and any attached supporting documents are true, complete, and accurate to the best of my knowledge. I further understand that any false statements or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of any financial aid received, may subject me to a fine, imprisonment, or both, under the provisions of the United States Criminal Code. By signing, I certify that I understand that the Committee's decision is final for the academic year for which I am appealing. Also, I understand the progress policy on the back of this page and realize I must be making academic progress after this year to receive future aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign in ink. Electronic signatures will not be accepted.

## **POLICY FOR FINANCIAL AID APPLICANTS REGARDING SATISFACTORY ACADEMIC PROGRESS**

To receive Title IV aid, federal regulation requires that a student must be making satisfactory academic progress (SAP). All students enrolled at the University of Arkansas who receive financial aid through the Title IV Assistance Programs must meet the following SAP requirements. Satisfactory academic progress is deemed to have been made by any undergraduate student who meets both the quantitative and qualitative requirements indicated below.

### **QUANTITATIVE REQUIREMENTS**

There are two quantitative requirements to remain eligible to apply for federal financial assistance. First, the student must successfully complete and earn credit from, at a minimum, 66.66% of the credits attempted while attending the university. For the purpose of the 66.66% rule, grades of 'W', 'I', 'F', 'XF', and 'NC' are not considered passing grades. The completion percentage is truncated after the first decimal place and rounded to the nearest whole number. Secondly, the student will remain eligible to apply for federal student aid as long as the number of credits attempted is not more than 150% of the number of credits required for the student's published primary degree plan. Courses that have been forgiven or excluded through academic bankruptcy, grade forgiveness, grade exclusion, or other means will be included in the quantitative calculations for SAP purposes as credit hours that have been attempted but not successfully completed.

A student may have earned credits at another school that will count toward his or her degree at the University of Arkansas. Class credits transferred to the University of Arkansas and classes taken for remediation at the University of Arkansas are used in both the 66.66% and 150% calculation.

The determination of each student's meeting the quantitative requirements for satisfactory academic progress will be made annually following the conclusion of the spring semester. If a student fails to pass at least 66.66% of the credits attempted or has attempted more than 150% of the number of credits required for graduation, the student must appeal for reinstatement of financial aid eligibility.

### **QUALITATIVE REQUIREMENTS**

The qualitative requirement for satisfactory academic progress for financial aid requires a cumulative GPA of 2.0 or greater as calculated for all courses attempted at University of Arkansas for a student's current academic career. Grades that have been excluded from the GPA on record with the Registrar's Office through academic bankruptcy, grade forgiveness, grade exclusion, or other means will be included in the GPA calculation for SAP purposes per federal regulation. Academic work transferred from other schools does not affect University of Arkansas GPA per University policy.

By default, students who have only earned grades of 'W', 'PD', 'CR', 'R', 'P', or 'NC' will pass the qualitative requirement. The determination of each student's meeting the qualitative requirement for satisfactory academic progress will be made annually following the conclusion of the spring semester.

### **ADDITIONAL INFORMATION ABOUT SAP CALCULATIONS**

Dual majors and degrees are calculated at 150% of the total unit requirements of the primary plan. Changing of major will mean future SAP calculations will use the new primary plan or degree but all previous completed and attempted hours will still be used in SAP calculations. All transfer hours will add into calculations as completed and attempted. Once an undergraduate degree is earned, students are only eligible for direct loans whether the degree is indicated by graduation or not. For second degrees, the calculation will monitor progress from the date of the previous degree (excluding technical certificates and associate degrees).

### **GRADUATE AND LAW STUDENTS**

Satisfactory academic progress for graduate and law students is determined as described above with two exceptions. 1.) In order for course credits to be counted as part of the completion percentage for the 66.66% requirement, **graduate and law students** must pass each course with a grade of C or better while attending the university at the graduate level. 2.) In order to meet the qualitative requirement, **graduate students** must have a cumulative GPA of 2.85 or higher at the time of evaluation.

### **SATISFACTORY ACADEMIC POLICY APPEALS**

When a student loses federal aid eligibility because they failed to make satisfactory progress, they may appeal because of their injury or illness, the death of a relative, or other special circumstances. Their appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. The only way to regain aid eligibility without a successful SAP appeal is by meeting the SAP criteria above.

The effective date of this policy is May 2023. Revised June 2011, May 2015, May 2020, May 2022, and May 2023.



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## 2024-2025 STUDENT AID APPEAL - DEAN'S STATEMENT

**Student:** Request this form to be completed in its entirety by the office indicated in the list below, and then signed by the dean of the college in which you are enrolled. This form needs to be completed and received by the Office of Financial Aid before your appeal can be considered. A copy of your appeal letter may be required. Please contact the office listed below for your college regarding any additional information that may be required for this form.

Dale Bumpers College of Agricultural, Food and Life Sciences – Student Services Office, AGRI 205  
Fay Jones School of Architecture and Design – Student Services, 120 WALK 029  
Fulbright College of Art & Science – Advising and Academic Services, CORD 136  
Sam M. Walton College of Business – Assistant Dean’s Office, WCOB 328  
College of Education & Health Professions – See your Academic Advisor, CORD  
College of Engineering – Dean’s Office, BELL 3189  
Graduate School – See your Academic Advisor.

**Dean’s Office:** Please complete this form for the student and return it to the Office of Financial Aid. This form is available through Perceptive Content. Please contact our office for more information or with any questions on completing this form via Perceptive Content.

Student’s Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Term: \_\_\_\_\_ Who is this student’s academic advisor? \_\_\_\_\_

Has this student filed a degree plan? \_\_\_\_\_ Expected Graduation (month/year)? \_\_\_\_\_

How many *more* hours does this student need to complete for degree (including current semester)? \_

Comments (please give candid evaluation of this student's academic promise or likelihood of success):

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Signature of Person Completing Report: \_\_\_\_\_

Signature of Dean (Required): \_\_\_\_\_ Date: \_\_\_\_\_



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## Campus Resources

Please refer to the list below of services available on campus to help you succeed academically at the University of Arkansas. Most services are free and available upon request. Allow them to help make this a successful academic year for you.

University Office	Website	Phone
Center for Educational Access	<a href="http://cea.uark.edu">cea.uark.edu</a>	(479) 575-3104
Counseling and Psychological Services (CAPS)	<a href="http://mentalhealth.uark.edu">mentalhealth.uark.edu</a>	(479) 575-5276
Financial Literacy	<a href="http://uark.get-counseling.com">uark.get-counseling.com</a>	(479) 575-3806
Freshman Commuter Student Success	<a href="http://fcss.uark.edu">fcss.uark.edu</a>	(479) 575-2441
Math Resource and Tutoring Center	<a href="http://mrtc.uark.edu">mrtc.uark.edu</a>	(479) 575-3351
Multicultural Center	<a href="http://multicultural.uark.edu">multicultural.uark.edu</a>	(479) 575-8405
Offices of Career Connections	<a href="http://career.uark.edu">career.uark.edu</a>	(479) 575-2805
Pat Walker Health Center	<a href="http://health.uark.edu">health.uark.edu</a>	(479) 575-4451
Student Affairs	<a href="http://studentaffairs.uark.edu">studentaffairs.uark.edu</a>	(479) 575-5007
Student Success at The CORD	<a href="http://success.uark.edu">success.uark.edu</a>	(479) 575-3174
Student Support Services	<a href="http://sss.uark.edu">sss.uark.edu</a>	(479) 575-3174
Substance Education, Assessment, and Recovery	<a href="http://health.uark.edu/sear">health.uark.edu/sear</a>	(479) 575-2500
The Sexual and Relationship Violence Center	<a href="http://srvc.uark.edu">srvc.uark.edu</a>	(479) 575-4000
U of A Cares	<a href="http://uofacares.uark.edu">uofacares.uark.edu</a>	(479) 575-5004
UARK Wellness	<a href="http://urec.uark.edu/wellness">urec.uark.edu/wellness</a>	(479) 575-4646
Veteran and Military-Affiliated Student Center	<a href="http://vmssc.uark.edu">vmssc.uark.edu</a>	(479) 575-8742

### **Barriers to Success**

Students often encounter barriers that slow degree completion. Please take a moment to reflect upon your academic career and identify barriers or obstacles that have hindered your progress. If you have questions about the appeal process, please contact the financial aid office at 114 Silas Hunt Hall or call (479) 575-3806.