

Appeal Form for  
Satisfactory Academic Progress &/or  
CU Boulder Grant Credit Limit  
2018-2019 (Fall 2018, Spring 2019, Summer 2019)

Name: \_\_\_\_\_  
Student's Name (Last, First, M.I.)

ID: \_\_\_\_\_  
Student Identification Number (SID)

\_\_\_\_\_  
CU Email Address

(\_\_\_\_\_) \_\_\_\_\_  
Daytime Phone

Complete this form if you have special circumstances which caused you to violate the Satisfactory Academic Progress (SAP) Policy or exceed the credit limit to receive CU Boulder grants.

**Appeal Process:**

Our office will review and consider appeals based on the following circumstances:

- Death in the family
- Medical Illness (Personal/Immediate family)
- Other special circumstance

*CU Boulder has a responsibility to provide a safe and nondiscriminatory environment. If your appeal references sexual misconduct or protected class discrimination or harassment, the Office of Financial Aid is obligated to report allegations of this nature to the Office of Institutional Equity and Compliance (OIEC) in addition to considering your appeal on these grounds. OIEC may contact you in this case, but you are not required to respond if you so choose.*

If the appeal is approved, you will be placed on financial aid probation, meaning you will be eligible to receive financial aid for at least one semester. You will also be provided an academic plan which will outline what you will need to do to maintain your eligibility.

If the appeal is denied, you may request a second review only if you can provide new information and documentation that was omitted in the initial appeal.

**Instructions:**

- Be sure your name and student ID number is on top of each page you submit.
- Provide a personal statement, which includes:
  - What specifically happened that caused you not to meet SAP requirements or extend the time needed to complete your academic program?
  - How did the situation affect your academic performance?
  - Explain what has now changed, or steps you plan to take, that should improve your academic performance?
- Provide documents that support your personal statement (i.e. medical documentation, obituaries, statements from a third party).
- If you are over the **maximum timeframe** allowed or appealing the **CU Boulder Grant Credit Limit** you must also submit the [Remaining Courses Required for Degree Form](#).

**Review:** The Office of Financial Aid will review appeals within 8-10 business days. An email will be sent to your CU email address to inform you of the results of your appeal.

**I have read, understand and agree to the appeal process stated above. I also understand that I am not eligible for payment of any financial aid, including Federal Parent PLUS Loans and work-study, unless an appeal is approved.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Electronic and typed signatures are not acceptable.

Please submit your form by mail, fax or online at <https://ofa.colorado.edu/fileupload/>  
77 UCB • Boulder, Colorado 80309-0077 • fax 303 492 0838 • [www.colorado.edu/financialaid](http://www.colorado.edu/financialaid)