As a requirement of your Satisfactory Academic Progress appeal, you must make an appointment with an academic (non-faculty) advisor to review your degree progress report and to complete this academic plan. See the list on the back of this form for advisor contact information based on your college or program. Once completed, return: (1) your personal statement and any supporting documentation, (2) your academic plan and (3) your degree progress report to the Financial Aid Services Office (CC-4-1300). No decision will be made until all required appeal documents have been submitted.

To be completed by student:
SAP Appeal Term: _________________   Reason: □ GPA   □ Completion Rate   □ Maximum credits attempted
Have you attended an ASAP workshop? □ Yes   □ No   If yes, when? _________________________________

To be completed by an academic (non-faculty) advisor: Print and attach a copy of student’s schedule (if available) and a degree progress report with any pertinent notes. Please complete this entire section.

- Estimated number of credits required for degree completion/graduation ______
- If student’s GPA is below 2.0, indicate the GPA required to reach an overall 2.0 ______
- Recommended number of credits for upcoming semester, based on personal and academic considerations: ______

List the courses student should take or repeat for the term in which the student is appealing:

<table>
<thead>
<tr>
<th>Course name</th>
<th>Requirement fulfilled</th>
</tr>
</thead>
</table>

Suggested academic support and other recommendations:
□ Repeat a course  □ Tutoring  □ Writing Center  □ Math Resource  □ Reduce Course Load  □ Reduce Work Hours
Advisor’s notes:__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

I certify under penalty of perjury that the information provided on this form and attached is true and correct to the best of my knowledge.

_______________________________________________  _____________________________________
Advisor Signature (print name) and Date                      Student Signature (print name) and Date
YOUR ACADEMIC PLAN MUST BE COMPLETED AND SIGNED BY AN ADVISOR FROM ONE OF THE OFFICES BELOW, BASED ON YOUR COLLEGE OR PROGRAM.

**Students with a Standards & Credits Hold (Standards & Credits Re-Admits)**
Office of Undergraduate Studies, CC-1-1300, 617-287-6330

**Students who receive advising through the Student Support Services Program**
Student Support Services, CC-1-1100, 617-287-5820

**College of Education and Human Development Students**
CEHD Student Services Center, W-1-50, 617-287-7610

**College of Liberal Arts Students**
Declared Majors: Schedule SAP Appointments at www.umb.edu/claadvising
Undeclared Majors: University Advising Center, CC-1-1100, 617-287-5500

**College of Management Students**
60+ credits: CM Undergraduate Program Office, M-5-610, 617-287-7760
Less than 60 credits: University Advising Center, CC-1-1100, 617-287-5500

**College of Nursing & Health Sciences Students**
CNHS Student Affairs Office, S-02-15, 617-287-7500

**College of Public and Community Service Students**
University Advising Center, CC-1-1100, 617-287-5500

**College of Science and Mathematics Students**
Declared Majors: CSM Student Success Center, S-2-60, 617-287-4846
Undeclared Majors: University Advising Center, CC-1-1100, 617-287-5500

*Please note that this review is for financial aid purposes and it does not substitute for the university review of your academic standing.*

Satisfactory Academic Progress Policies are available at: