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>
<tbody>
<tr>
<td></td>
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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: Office of CLA Initiatives for Students, W-2-04, 617-287-5721
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:
http://www.umb.edu/admissions/financial_aid_scholarships/apply/eligibility