Federal regulations require that financial aid applicants meet Satisfactory Academic Progress (SAP). Please refer to the SAP policy at https://www.umassd.edu/financialaid/maintaining-aid/satisfactory-academic-progress/. The Financial Aid Office evaluates SAP annually at the end of each spring semester. Financial aid applicants not meeting SAP standards are ineligible for federal, state, and university financial aid programs (grants/scholarships, loans and work study) including parent loans. In order to be eligible for financial aid, you must satisfy all SAP components specified in the SAP policy:

At the end of the 2020-2021 academic year, your degree progress was as follows:

- Attempted credits:
- Earned credits:
- Completion rate:
- Cumulative GPA:

Students who are not meeting SAP have the right to appeal. Here are the instructions for completing the SAP Appeal Process.

1. You will need to go to the To-Do List on COIN. You will need to click on the SAP checklist item. The checklist item will have an Upload/Complete Requirement Here link. You will then be directed to the secure document portal.
2. You will need to complete the Appeal detailing the circumstances for not meeting SAP. It is also required to give an explanation about why you did not meet SAP, what has changed that will enable you to meet SAP and the steps you will be taking to ensure you continue to meet SAP.
3. Once the attached SAP Academic Plan has been completed and signed by your Academic Advisor and yourself, the form will need to be uploaded through the Upload/Complete Requirement Here link.

The academic plan must be completed with the Academic Advisor or a designee of your college or the Academic Advising Center.

<table>
<thead>
<tr>
<th>Program</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences</td>
<td>Star Center Coordinator - Romayne Grace</td>
<td><a href="mailto:r1grace@umassd.edu">r1grace@umassd.edu</a></td>
<td>508.999.8362</td>
</tr>
<tr>
<td>Business greater than 45 credits</td>
<td>Assistant Dean - Neal Gouck.</td>
<td><a href="mailto:ngouck@umassd.edu">ngouck@umassd.edu</a></td>
<td>508.999.8261</td>
</tr>
<tr>
<td>Engineering</td>
<td>Undergraduate Academic Advisor - Megan Chiavini</td>
<td><a href="mailto:mchiavini@umassd.edu">mchiavini@umassd.edu</a></td>
<td>508.910.6871</td>
</tr>
<tr>
<td>Nursing</td>
<td>Assistant Dean - Karen Barnett</td>
<td><a href="mailto:kbenetti@umassd.edu">kbenetti@umassd.edu</a></td>
<td>508.999.8948</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>Director of Recruitment, Retention &amp; Student Success Jason Loete</td>
<td><a href="mailto:jloete@umassd.edu">jloete@umassd.edu</a></td>
<td>508.999.8565</td>
</tr>
<tr>
<td>Online &amp; Continuing Education</td>
<td>Director of Student Support &amp; Success - Sherri Nickel-Milstone</td>
<td><a href="mailto:snickelmilstone@umassd.edu">snickelmilstone@umassd.edu</a></td>
<td>508.999.8639</td>
</tr>
<tr>
<td>Charlton College of Business Graduates</td>
<td>Assistant Dean of Graduate Programs - Melissa Pacheco</td>
<td><a href="mailto:mpacheco@umassd.edu">mpacheco@umassd.edu</a></td>
<td>508-999-8543</td>
</tr>
</tbody>
</table>

We strongly encourage you to submit your appeal as soon as possible so that a decision regarding your financial aid eligibility can be made prior to the start of the semester. In the event you do not submit an appeal by the deadline or your appeal is denied, you must make alternative arrangements to pay your bill if you enroll for the semester.

- Summer 2021: 7/7/2021
- Fall 2021: 9/09/2021
- Spring 2022: 1/18/2022

We will respond via your UMass Dartmouth email regarding your appeal status. Please keep in mind that submission of an appeal does not guarantee approval.
# Satisfactory Academic Progress Academic Plan

This is the required Third Party Documentation that will need to be uploaded at [https://umassd.verifymyfafsa.com](https://umassd.verifymyfafsa.com)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
</tr>
</thead>
</table>

- [ ] New Academic Plan
- [ ] Revised Academic Plan

## To be completed by Academic Advisor/Academic Dean:

1. **Semester:**
   - [ ] Summer 2021
   - [ ] Fall 2021
   - [ ] Spring 2022

2. **Minimum Grade Point Average (GPA):**
   - ______________

3. **Registered Courses:**
   - ____________________________________________
   - ____________________________________________
   - ____________________________________________
   - ____________________________________________

**ACADEMIC ADVISOR STATEMENT**

The Academic Advisor may use the space below to include any details or comments about the student's SAP Academic Plan.

_________________________________________________________________________________________________

___________________________________________________________________________________________

_________________________________________________________________________________________________

______________________________________

Academic Advisor/Academic Dean Signature    Date

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## SAP Academic Plan Conditions:

1. I understand that the SAP Academic Plan needs to be uploaded at [https://umassd.verifymyfafsa.com](https://umassd.verifymyfafsa.com) as the third party documentation. Failure to upload the SAP Academic Plan will result in a SAP denial.

2. I understand withdrawing from the courses listed above or receiving incomplete or failing grades may adversely affect my eligibility for future financial aid or appeals.

3. I understand I must submit a revised appeal to my academic advisor or academic dean or their designee to change this academic plan. I must explain what has happened to make the change(s) necessary and how I will make academic progress based on these changes. The academic advisor/academic dean must submit the revised written SAP appeal and academic plan to the Financial Aid Office for their review.

4. I understand failure to follow this academic plan may result in cancellation of financial aid and that this academic plan is valid for one semester only. After the semester has ended, my transcript will be reviewed to determine if I have fulfilled the terms of this academic plan and if I am eligible for financial aid in future semesters.

5. I understand I must submit my Satisfactory Academic Progress appeal **and** academic plan by the specified deadline:
   - Summer 2021: 7/7/2021
   - Fall 2021: 9/9/2021
   - Spring 2022: 1/18/2022

___________________________________________________________________________________________

Student Signature    Date