

# Maximum Timeframe Academic Plan Appeal

## For Maximum Timeframe (and GPA and/or Pace)

**Spring 2025**

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

University Email: \_\_\_\_\_ Student ID: \_\_\_\_\_

### Introduction to this Form

To be eligible to receive financial aid, students must meet be meeting Satisfactory Academic Progress (SAP) standards. The three SAP standards (GPA, Pace, & Maximum Timeframe) help measure the progress a student is making towards their degree.

If a student is not meeting all three SAP standards, they will ultimately be placed in a suspension status and will no longer be eligible for financial aid. In these cases, students may submit an appeal to the Office of Scholarships & Financial Aid (OSFA). Appeals are reviewed on a case-by-case basis and the student will be notified via their university e-mail with an appeal decision. For full policy, visit: <https://financialaid.arizona.edu/policies/sap>

**This Academic Plan Appeal is only to be submitted for students who are not meeting the Maximum Timeframe standard.** Complete this appeal if you are not meeting the Maximum Timeframe standard (and GPA and/or Pace). If you are meeting Maximum Timeframe, but are not meeting GPA or Pace, STOP HERE and complete the [Satisfactory Academic Progress \(SAP\) Appeal](#).

Students who have exceeded the allowable time to complete their degree must appeal for an exception to the SAP Maximum Timeframe standard if they wish to continue to receive financial aid.

- If a Maximum Timeframe Appeal is approved, students may only take the courses listed on their Academic Plan.
- If a course is taken that is not listed on the students' Academic Plan, they will be placed back in suspended status for failing to meet their SAP probation conditions.
- If a student withdraws from a course listed on their Academic Plan, they will be placed back into suspended status for failing to meet their SAP probation conditions.
- Students with previous SAP Maximum Timeframe Academic Plans on file may submit an addendum to the original plan (See Section 1) if something changes in their plan.

**Submitting an appeal does not guarantee approval. Incomplete appeals or appeals submitted after the deadline may not be processed and your financial aid may be cancelled. It is the responsibility of the student to ensure their appeal is turned in, it is not the responsibility of the Academic Advisor.**

### Submission Instructions & Deadlines

#### Submission Instructions:

- Review which SAP standard(s) you are not meeting in your UAccess Student Center
  - This appeal can be submitted for students who are not meeting Maximum Timeframe (and GPA and/or Pace). There is a separate appeal for students who *are* meeting Maximum Timeframe, *but are not* meeting GPA or Pace. STOP HERE and complete the [Satisfactory Academic Progress \(SAP\) Appeal](#).
- Complete section 1 of the SAP Appeal
- If applicable, gather supporting documentation to attach to your appeal



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Administration Building Room 208  
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- Meet with your Academic Advisor to review Section 2, which requires the advisor's signature.
- Sign and certify in Section 3
- Submit your completed appeal to OSFA by deadline.
  - It is the responsibility of the student to ensure their appeal is turned in.

### **Deadlines:**

It is recommended that you submit your SAP Appeal as soon as you are notified that you have been placed in SAP Suspension. Final deadlines are as follows:

- Fall & Spring semesters: 10 days prior to the last day of the term
- Summer: 10 days before the last day of the student's latest summer course

**NOTE:** The Colleges of Law, Medicine, College of Veterinary Medicine, and Pharmacy have their own qualitative and quantitative standards for assessing Satisfactory Academic Progress and processes for reviewing appeals. Students enrolled in those colleges should contact their college representative directly. Additionally, this SAP process is different than the Academic Eligibility Policy monitored by the Registrar's Office.

## Determining Which SAP Standard(s) You Are Not Meeting

To prepare for your meeting with your Advisor, start by reviewing which SAP standard(s) you are not meeting.

- Review which SAP standard you are not meeting in your UAccess Student Center by going to,
  - Student Center > Financial Aid > Financial Aid Summary > Satisfactory Academic Progress.
  - You will see here which SAP standard(s) you are not meeting.
  - The three SAP standards are, GPA; PACE (Unit Completion) and Maximum Timeframe

ACADEMIC STANDING <b>Meeting SAP Standards</b> Students who have been disqualified from their college or department are suspended from receiving financial aid.	
UNIT COMPLETION <b>Not Meeting SAP Standards</b> Undergraduate and Graduate students must successfully complete 2/3 of the units for which they received financial aid.	Pace Percentage: 85.92
MAXIMUM TIMEFRAME <b>Meeting SAP Standards</b> Undergraduate students may not exceed the maximum timeframe in which they are expected to finish a program. Accumulation of excess units is defined as 150% of the units required for a degree in an academic plan. Graduate students are monitored by their college.	
MINIMUM CUMULATIVE GPA <b>Not Meeting SAP Standards</b> Undergraduate students must meet a minimum cumulative GPA of 2.0. Graduate students must meet a minimum cumulative GPA of 3.0.	SAP GPA: 1.826

**Which standard(s) are you not meeting? Please mark all that apply:**

- GPA
- PACE
- Maximum Timeframe
  - This appeal can be submitted for students who are not meeting Maximum Timeframe (and GPA and/or Pace). There is a separate appeal for students who *are* meeting Maximum Timeframe, *but are not* meeting GPA or Pace. STOP HERE and complete the [Satisfactory Academic Progress \(SAP\) Appeal](#).



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### First or Updated Academic Plan

Is this a new Maximum Timeframe Appeal or an Updated Academic Plan? Please note that an Advisor Review is required for both.

- First Maximum Timeframe Academic Plan  
 Updated Academic Plan

### Section 1 – Student Circumstances - To be completed by student

Before meeting with your academic advisor, please explain both what prevented you from meeting the SAP standards and how either the circumstances that prevented you from meeting the SAP standards have been resolved or the steps you are taking to get back on track academically.

Examples of extenuating circumstances and relevant documentation include but are not limited to:

Extenuating Circumstance	Examples of Supporting Documentation
Death of a family member or person of significance	Copy of an obituary or death certificate
Other unusual circumstances that are beyond the student's control	Written statement from professional advisor or other professional third-party (on letterhead) who can attest to the situation

#### STATEMENT 1:

Describe the circumstance(s) that prevented you from meeting all three SAP standard(s). If your appeal is based on your own mental and/or physical illness, injury or disability, you may provide a statement indicating so without describing the condition itself. If these circumstances covered more than one semester, address the relevant circumstances for each semester that you did not meet the standard(s). Attach additional pages, if necessary.

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### STATEMENT 2

Describe the steps you have taken to ensure that you will be academically successful and meet Satisfactory Academic Progress standards in the future. How have your extenuating circumstances been resolved, or changed, so that you can progress toward your degree if your appeal is approved? If this is not addressed in your personal statement, your appeal will be rejected. Attach additional pages, if necessary.

## Section 2 - Academic Advisor Statement – To be completed by Academic Advisor, REQUIRED

Current Cumulative GPA \_\_\_\_\_ College/Program \_\_\_\_\_

Estimated Graduation Date \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Is this student pursuing a double major or degree?

Yes  No

Is this student pursuing a second bachelor's degree?

Yes  No

Did (or will) this student change their major?

Yes  No Date of change: \_\_\_\_\_

Please read and sign below to verify that you met with the student and discussed the following:

- I have reviewed the SAP standard(s) the students is not meeting with the student.
  - This Academic Plan Appeal is only to be submitted for students who are not meeting the Maximum Timeframe standard. Complete this appeal if you are not meeting the Maximum Timeframe standard (and GPA and/or Pace). There is a separate appeal for students who are meeting Maximum Timeframe, but are not meeting GPA or Pace. STOP HERE and complete the [Satisfactory Academic Progress \(SAP\) Appeal](#).



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- The student can see which of the SAP Standard(s) they are not meeting in their Student Center
- We have discussed steps that the student can take to ensure they will be academically successful and meet Satisfactory Academic Progress standards in the future.
- We have discussed support services that the student may be able to utilize to improve academically.
- I have advised the student regarding the successful completion of degree requirements.

Please use the space below to describe your recommendations to the student in regard to academic improvement, or anything that you feel speaks to the student's progress toward their degree completion.

List **only required** courses that are remaining in order for the student to *complete* their program. This includes all major, pre-requisite and/or minor coursework. Carefully evaluate this plan as students will be expected to complete all courses listed below.

If there is more than one class option that will fulfill a requirement, please list all options. If the situation arises where you are unsure the exact course a student will take, please put the general course/tier that the student will need to take.

**Example:**

Example Course Number(s)	Course Title(s)	Example Units
ECON 338	Law and Economics	3
SPAN 350 or 352	Readings in the Literary Genres OR Reading Politics and Culture in the Hispanic World	4



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### Major/Minor/Pre-Requisite Courses

Course Number(s)	Course Title(s)	Units
<b>Total Number of Units Remaining</b>		



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### Section 3 - Advisor Certification

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College / Major: \_\_\_\_\_

Advisor Phone: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

### Section 3 - Student Certification

Please read and sign below to verify that you understand and agree to the following,

- I understand if my appeal is approved, I **must** follow the Academic Plan above and can only take coursework that is listed.
- I understand that if I take courses that are **not listed** on this academic plan **OR** if I withdraw from any class listed:
  - I will not be following the SAP probation conditions and will be placed back in a suspended status.
  - I will become ineligible for federal and state financial aid as well as certain private loans.
- I understand that any additionally submitted academic plans are subject to approval and are not guaranteed accepted changes.
- I understand submission of this appeal is only a request and does not guarantee financial aid eligibility reinstatement.
- I understand I am currently not eligible for financial aid and am responsible for any university charges on my account.
- I understand if my appeal is approved, I must follow the SAP Academic Plan probation conditions that are established and e-mailed to me by the Office of Scholarships and Financial Aid.
- I understand that if I fail to meet my probation conditions, or fail to meet any other SAP standard, I will become ineligible for institutional, federal, and state financial aid as well as certain private loans.
- I understand that I cannot re-appeal for the same extenuating circumstances if I fail my probation conditions.
- I certify that the information I have provided is complete, accurate and true to the best of my knowledge and that all copies of supporting documentation are unaltered.
- I acknowledge that I am responsible for reading and acting upon (when necessary) the information sent to my University of Arizona email account.
- I have read and understand the SAP Policy which can be found at <https://financialaid.arizona.edu/policies/sap>

Student Name: \_\_\_\_\_

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



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### Submission Instructions

The fastest way to process your appeal is to submit it via our Ask Aid Secure webform. Follow the Form/Document Submission instructions at [financialaid.arizona.edu/form#formdocumentsubmission](https://financialaid.arizona.edu/form#formdocumentsubmission).

You may also bring your appeal in person to the Administration Building, Room 208, or mail it to our office or send it via fax at 520-621-9473.



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