

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Fall 2020

First Name: _____ M.I. _____ Last Name: _____

Local Address: _____

University Email: _____ Mobile #: _____

Appeal Guidelines

A student who is no longer eligible for federal or institutional financial aid due to a failure to meet Satisfactory Academic Progress standards and who has been placed in Financial Aid Suspension may appeal this status. The outcome of this appeal will depend on the nature of the circumstances, the quality of the documentation the student provides, and how well the student has displayed the ability to progress towards degree completion within a reasonable time period. All documentation submitted is confidential.

Submission Deadline

We recommended that you submit your SAP Appeal before the start of the semester for which you would like to receive financial aid. **Fall and Spring semester** appeals must be submitted no later than **30 days prior** to the end of the semester for which you want to receive financial aid. **Summer semester** appeals must be submitted at least **10 days prior** to the last day of YOUR last summer class. Incomplete or late appeals may jeopardize the reviewing of your appeal in a period that would allow your financial aid to release. See <https://financialaid.arizona.edu/policies/sap> for the deadline to submit your SAP Appeal. **Incomplete appeals or appeals submitted after the deadline may not be processed and your financial aid may be canceled.**

NOTE: The Colleges of Law, 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.

Section 1 Circumstances - Required

To be completed by the student

Describe the reason(s) that you failed to meet the SAP standards. If your appeal is based on your own mental and/or physical illness, injury or disability provide a statement below 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).

Describe how you attempted to maintain your financial aid eligibility during the most recent term, considering these circumstances.

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Section 1 Circumstances – Required (Continued)

Describe how the circumstance(s) that prevented you from meeting the SAP standards have now been resolved.

You may attach additional personal statements, supporting documentation, such as third-party statements, police reports, an obituary or death certificate, court documentation, or a letter from an attorney or other professional, detailing the reasons for your inability to meet the SAP standards. All documentation must be legible and in writing.

Section 2 SAP Standards and Academic Plan - Required

To be completed by the student and academic advisor

Check the box(es) below for each SAP Standard that was not met. You may find this information on Student Center > Financial Aid > Financial Aid Summary > Satisfactory Academic Progress. Complete those specific sections. Leave all unchecked sections blank.

Advisors: To determine what SAP Standard was not met: Financial Aid > Satisfactory Academic Progress > Maintain Student SAP Data

Current Cumulative GPA _____ College/Program _____

Estimated Graduation Date _____ Major _____ Minor _____

Select all that apply:

- Student Not Meeting Cumulative GPA (2.0 undergraduate/3.0 graduate)
- I will earn the minimum semester GPA **indicated below** while on this SAP Academic Plan. I understand that a complete withdrawal from this semester while on this academic plan should be discussed with my academic advisor and financial aid counselor *prior* to the withdrawal.
- Student Not Meeting Pace (Cumulative Units Completed/ Cumulative Units Attempted < 2/3)
- I understand that a complete withdrawal from this semester while on this academic plan should be discussed with my academic advisor and financial aid counselor *prior* to the withdrawal
- Student Exceeding Maximum Timeframe (to be completed by Academic Advisor)
- Is this student pursuing a double major or degree?
 - Yes No
 - Did (or will) this student change their major?
 - Yes No
 - Date of change: _____
 - Expected Graduation Date: _____



**SCHOLARSHIPS
& FINANCIAL AID**

Administration Building Room 208
P.O. Box 21066, Tucson AZ 85721-0066
TEL: 520.621.1858 FAX: 520.621.9473
financialaid.arizona.edu

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To be completed by the student and academic advisor

List specific courses or list general enrollment requirements. Carefully evaluate this plan as students will be expected to complete all courses listed below and earn the indicated minimum semester GPA. Understand that the student may lose aid eligibility if these terms are not met. If the student/advisor believes that the student will be better suited to enroll in less than 12 units per term during this SAP Academic Plan, please indicate below. List the most efficient plan for the student to graduate; the SAP Academic Plan should detail significant and reasonable progress.

Term: **Fall 2020**

Minimum Semester GPA: _____



Example Academic Plan	Example Units	Course Name	Units
ECON 330	3		
MGMT 402	3		
MGMT 403	3		
Finance upper division	3		
Spanish minor elective	3		

Section 3 Academic Advisor Statement - Required

To be completed by the student's Academic Advisor

The student whose name appears on this form is pursuing an appeal with the University of Arizona's Office of Scholarships and Financial Aid regarding their SAP status. Academic Advisor input is required on Section 2 of this form (SAP Academic Plan).

Please use the space below to include any details about the student's SAP Academic Plan such as support services, or other strategies discussed with the student to improve academically that are not listed in Section 2 of this form.

I certify that I have worked with the student to fill in the information listed in Section 2.

Advisor Name: _____

Advisor Signature: _____ Date: _____

College / Major: _____

Advisor Phone: _____ Advisor Email: _____



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Section 4 Student Certification

To be completed by the student

I agree to this SAP Academic Plan. I understand that failure to follow and complete this plan will result in suspension from federal and institutional aid. I acknowledge that I am responsible for reading and acting upon (when necessary) the information sent to my University of Arizona email account. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, that I have appropriately obtained all supporting documentation. My personal statement explaining my circumstances is attached. I have read and understand the SAP Standards Policy and understand that submitting this form does not guarantee that my request will be granted.

Student Name: _____

Student Signature: _____ Date: _____

Submission Instructions

Due to the circumstances surrounding COVID-19, please take advantage of the opportunity to submit this form via email, U.S mail, or fax. The Office of Scholarships and Financial will be working remotely until further notice.

Follow the Form/Document Submission instructions at

<https://financialaid.arizona.edu/forms#formdocumentsubmission>.



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