

# Satisfactory Academic Progress (SAP) Appeal

Summer 2024

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

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

## Appeal Guidelines

A student who is no longer eligible for federal or institutional financial aid due to failure to meet Satisfactory Academic Progress (SAP) standards and who has been placed in Financial Aid Suspension may appeal this status. 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>

**Submitting an appeal does not guarantee approval, and appeals without all required documentation or submitted after the deadline will not be reviewed. 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 your SAP Standard(s)
- Complete all sections of the SAP Appeal.
- Gather supporting documentation and attach.
- Meet with an Academic Advisor to review Section 2, which requires the advisor's signature.
  - **Students who are appealing for Maximum Timeframe must also complete the "Maximum Timeframe Academic Plan".**
- Submit completed appeal to Office of Scholarships and Financial Aid 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: 10 days prior to the last day of the term
- Spring: 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.



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## Understanding Your SAP Standards

In order to prepare for the meeting you will have with your Advisor, start by reviewing what SAP Standard(s) you are not meeting.

- Review which SAP standard you are not meeting 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

<p>ACADEMIC STANDING</p> <p><b>Meeting SAP Standards</b></p> <p>Students who have been disqualified from their college or department are suspended from receiving financial aid.</p>	
<p>UNIT COMPLETION</p> <p><b>Not Meeting SAP Standards</b></p> <p>Undergraduate and Graduate students must successfully complete 2/3 of the units for which they received financial aid.</p>	<p>Pace Percentage: 65.52</p>
<p>MAXIMUM TIMEFRAME</p> <p><b>Meeting SAP Standards</b></p> <p>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.</p>	
<p>MINIMUM CUMULATIVE GPA</p> <p><b>Not Meeting SAP Standards</b></p> <p>Undergraduate students must meet a minimum cumulative GPA of 2.0. Graduate students must meet a minimum cumulative GPA of 3.0.</p>	<p>SAP GPA: 1.826</p>

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

- GPA
- PACE
- Maximum Timeframe

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

This section is for you to explain the extenuating circumstance(s) that impacted your academic performance and led to not meeting SAP standards. It will also outline what measures you plan to take in order to meet SAP standards.

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

Extenuating Circumstance	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

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Describe below the reason(s) that you failed to meet the SAP standard(s). 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). Attach additional pages, if necessary.

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.



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

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

- I have reviewed the Satisfactory Academic Progress standard(s) that they are not meeting with the student.
- **If the student is not meeting Maximum Timeframe, the Advisor and student must also fill out “Maximum Timeframe Academic Plan”**
  - 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.

**Maximum Timeframe students must also fill out “Maximum Timeframe Academic Plan” with their advisor.**

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.

I certify that I have met with the student.

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

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

College / Major: \_\_\_\_\_ Advisor Email: \_\_\_\_\_



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## Section 3 - Student Certification

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

- 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: \_\_\_\_\_

## Submission Instructions

Please take advantage of the opportunity to submit this form via our Ask Aid Secure webform. Other preferred options including U.S mail, or fax.

Follow the Form/Document Submission instructions at <https://financialaid.arizona.edu/forms#formdocumentsubmission>.



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