FINANCIAL AID AND SCHOLARSHIP SERVICES
Satisfactory Academic Progress Review

If you need assistance with completing this form, please contact our office at 855-278-5080 or students.asu.edu/contact/financialaid.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle I.</th>
<th>10-Digit ASU ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Daytime Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONS

Please Note: A student’s SAP status does not determine their eligibility to register for classes.

1. This form will not be processed if any items are left blank or are illegible.
2. Use blue or black ink only. Please type or print clearly.
3. If clarification of your situation is necessary, more information or documentation may be required.
4. Submit this form by mail to P.O. Box 870412, Tempe, AZ 85287-0412, in person to any of the Financial Aid and Scholarship Services office locations or upload to your My ASU account.

PURPOSE

In order to ensure students receiving financial aid are successfully completing their degree program in a timely fashion, the federal government requires each institution to monitor each student’s academic progress. To remain eligible for federal and state aid programs, students must meet all three of ASU’s Satisfactory Academic Progress (SAP) standards regardless of whether they have received financial aid in the past.

This policy is not applicable to scholarships or employee tuition benefits; for private loans, students must check with their lender to determine if their SAP status is applicable to receiving a loan.

A student who is no longer eligible for federal or institutional financial aid due to failure to meet SAP standards may appeal to have their financial aid reinstated by completing this form for one term of financial aid PROBATION. If this appeal is approved, a student will be placed on financial aid PROBATION and is eligible to receive financial aid for one term.

SUBMISSION DEADLINE

STUDENTS: It is recommended that you submit your SAP Appeal before the start of the semester for which you would like to receive financial aid. Appeals must be submitted by the session B Census date. Incomplete or late appeals may jeopardize the review of your appeal in a time frame that would allow disbursement of financial aid. Incomplete appeals or appeals submitted after the deadline may not be processed and your financial aid may be cancelled.

The outcome of this appeal will depend on the nature of the circumstances, the quality of the documentation provided, and how well you are demonstrating the ability to progress towards degree completion within a reasonable time period. All documentation submitted is confidential. All decisions are final and cannot be appealed.

NOTE: If you are a Starbucks College Achievement Plan Scholar, your benefit is impacted by SAP. Late or incomplete forms, documentation or failure to complete could preclude receipt of your benefit.

EXAMPLES OF EXTENUATING CIRCUMSTANCES

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples of Appropriate Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The death of a family member, relative, or significant person in the student’s life</td>
<td>Provide a copy of an obituary or death certificate</td>
</tr>
<tr>
<td>The injury, physical illness, or mental illness of the student</td>
<td>Provide documentation (e.g., a physician’s statement, police report or documentation from a third party professional, such as a hospital billing statement), and personal statement</td>
</tr>
<tr>
<td>The injury, physical illness, or mental illness of a family member, relative, or significant person in the student’s life</td>
<td>Provide documentation (e.g., a physician’s statement, police report or documentation from a third party professional, such as a hospital billing statement), related to the individual for whom the student provided care or support and personal statement</td>
</tr>
<tr>
<td>Family difficulties such as divorce or separation of the student or student’s parents</td>
<td>Provide court documentation, or a letter from the attorney in the case</td>
</tr>
<tr>
<td>Interpersonal problems with friends, roommates, significant other</td>
<td>Provide a written statement from an attorney, professional advisor or other individual describing circumstances and personal statement</td>
</tr>
<tr>
<td>Due to excess transfer credits or change of major</td>
<td>Provide an advisor’s written statement and signature on appeal form. Complete academic plan on page 3 and provide a personal statement</td>
</tr>
<tr>
<td>Natural Disasters</td>
<td>Provide a written statement and/or supporting document(s)</td>
</tr>
<tr>
<td>Academic Hardship Due to Disability</td>
<td>Provide a written statement from the disability resource center, your academic advisor or third party agency that has been assisting you with your disability and/or academic progress</td>
</tr>
<tr>
<td>Other Circumstances</td>
<td>Provide appropriate third party statements to support the case.</td>
</tr>
</tbody>
</table>
SECTION A: DESCRIBE YOUR CIRCUMSTANCE(S) PREVENTING YOU FROM MEETING SAP STANDARDS (SELECT 1 THAT APPLIES)

- My appeal is based upon my own mental and/or physical illness, injury, or disability.
  1. Provide a personal statement describing the condition itself and structure it in the following format:
     a. How the condition negatively impacted your ability to maintain necessary course enrollments or GPA. If this condition covered more than one semester, address how the condition prevented you from meeting the standards for each semester.
     b. How you attempted to maintain your financial aid eligibility during the most recent term, considering these circumstances.
     c. How the circumstance(s) that prevented you from meeting the SAP standards have now been resolved.
     d. If this condition occurred during prior semesters you must indicate what steps were taken to improve your condition.
  2. Provide supporting documentation if it will help support your personal statement. Additional documentation may be requested by ASU after review of your personal statement. Refer to examples noted on Page 1. If you have an approved medical withdrawal by your college that contributed to you not currently meeting SAP standards, please note this in your personal statement and provide a copy of your letter of approval from your college. The approval letter will satisfy your supporting documentation.

- My appeal is based upon circumstances other than my own mental and/or physical illness, injury, or disability.
  1. Provide a personal statement describing the condition itself and structure it in the following format:
     a. The reason(s) that you failed to meet the SAP standards. If these circumstances covered more than one semester, address the relevant circumstances for each semester that you did not meet the standard(s).
     b. How you attempted to maintain your financial aid eligibility during the most recent term, considering these circumstances.
     c. How the circumstance(s) that prevented you from meeting the SAP standards have now been resolved. You may attach additional 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.
     d. If this condition occurred during prior semesters you must indicate what steps were taken to improve your condition.
  2. Provide supporting documentation if it will help support your personal statement. Additional documentation may be requested by ASU after review of your personal statement. Refer to examples noted on Page 1.

SECTION B: SAP ACADEMIC PLAN FOR FINANCIAL AID

SECTION B1: CURRENT STATUS (THE FOLLOWING TO BE COMPLETED BY STUDENT)

SAP STANDARDS:
Check the box(es) below for each SAP Standard that was not met. You may find your SAP status on my.asu.edu > Finances > Financial Aid and Scholarships. For additional information, visit the SAP website at: students.asu.edu/policies/satisfactory-academic-progress.

NOTE: Grades of I’s, E’s, EN’s and W’s (including medical and compassionate withdrawals) will negatively affect your Satisfactory Academic Progress.

- Not Meeting Cumulative GPA
  Students must maintain a minimum ASU GPA according to the ASU academic standards (2.0 undergraduate/ 3.0 graduate). Students on academic disqualification are not eligible for financial aid.

- Not Meeting Pace
  Students must pass at least 67% of their total attempted ASU credit hours in their current degree program.

- Not Meeting Maximum Hours
  Students must not exceed the maximum attempted credit hour limit for their current degree program. Transfer credit hours accepted by ASU are included in this measurement.
SECTION B2: ACADEMIC PLAN (THE FOLLOWING TO BE COMPLETED BY ACADEMIC/FACULTY ADVISOR)

Please review with the student the reason for NOT MEETING SAP (SECTION B1). You may find the student's SAP status on their MyASU page at my.asu.edu > Finances > Financial Aid and Scholarships.

For additional information, visit the SAP website at: students.asu.edu/policies/satisfactory-academic-progress.

Work with the student to develop an academic plan that, if successfully followed, will result in the student attaining the required standard. The student may lose aid eligibility if the terms of this academic plan are not met. This plan is for one term only.

### STEP 1
Is the student submitting a review for Not Meeting Cumulative GPA? (2.0 undergraduate/3.0 graduate)
- Yes
- No

Do you anticipate that the student can reasonably attain the required GPA in the PROBATION term?
- Yes
- No

Indicate below the minimum GPA the student must meet for the PROBATION term to raise the cumulative GPA to keep on track toward the required standard for graduation.

**ACADEMIC PLAN:** PROBATION TERM (fall, spring or summer) _______________ PROBATION TERM GPA _______________

### STEP 2
Is the student submitting a review for Not Meeting Pace?
- Yes
- No

**ACADEMIC PLAN:** The student must pass a minimum 67% of attempted courses for the PROBATION term. Grades of I’s, E’s, EN’s and W’s (including medical and compassionate withdrawals) will lower the student’s pace rate. Please be aware that even if the student passes 67% of their attempted courses for the probation term, they will be required to submit another academic plan, if they do not meet the 67% cumulative pace rate at the end of the probation term. The student may need to consider reducing course load to less than full-time in order to improve their cumulative pace rate. All courses must apply to the student’s degree program.

By their signature on this form, the student acknowledges they must meet a minimum of 67% pace for the PROBATION term.

### STEP 3
Is the student submitting a review for Not Meeting Maximum Hours?
- Yes
- No

(Students must not exceed the maximum attempted credit hour limit for their current degree program. Transfer credit hours accepted by ASU are included in this measurement)

If Yes, please answer the following questions:

- Is student pursuing more than one degree?  
  - Yes
  - No

- For undergraduates, can student graduate with their **FIRST** Bachelor’s degree now?  
  - Yes
  - No

- Has the student changed their major?  
  - Yes
  - No

**ACADEMIC PLAN:** Remaining credit hours to complete first degree _______________ and second degree, if applicable _______________.

Expected Graduation Date to complete remaining credits for one degree: ______________________

**IT IS IMPERATIVE THAT YOU MAINTAIN YOUR ACADEMIC PLAN BY COMPLETING YOUR PROGRAM WITHIN THE REMAINING CREDIT HOURS NOTED ON YOUR SAP ACADEMIC PLAN.**

SECTION B3: ACADEMIC/FACULTY ADVISOR STATEMENT

Please use the space below to include any additional details about the student’s SAP Academic Plan. Include any recommendations provided to the student to successfully complete enrolled courses (i.e., schedule for tutoring services, monthly check-in with advisor, time management workshop, etc.)
SECTION B4: ACADEMIC/FACULTY ADVISOR SIGNATURE

By signing below, I am confirming that I have discussed the academic plan with the student to help them get on track to meet satisfactory academic progress standards and degree completion. This student's academic plan is reasonable in terms of credit hours and class difficulty.

<table>
<thead>
<tr>
<th>ASU Academic/Faculty Advisor's Full Name (Printed)</th>
<th>ASU College/Department</th>
<th>Direct Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Academic/Faculty Advisor’s Signature</td>
<td></td>
<td>Date form was signed</td>
</tr>
<tr>
<td>ASU Email Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION C: STUDENT CERTIFICATION AND SIGNATURE

Certification:
1. I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on/with this form. I understand that purposely providing false or misleading information on/with this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years.
2. I certify that I have reviewed my Satisfactory Academic Progress (SAP) status and understand why I do not meet SAP requirements.
3. I certify that I have met with my academic/faculty advisor and agree to the terms of my academic plan.
4. I certify that it is my responsibility to notify the financial aid office and complete a new Academic Plan if I need to change this plan. Failure to do so may result in losing future eligibility for financial aid.
5. I understand that failure to meet my academic plan may result in loss of financial aid eligibility in future terms.
6. I understand that grades of I's, E's, EN's and W's (including medical and compassionate withdrawals) will negatively affect my satisfactory academic progress.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date form was signed</th>
</tr>
</thead>
</table>