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 the Satisfactory Academic Progress Review page: students.asu.edu/forms/sap-review

PURPOSE | POLICY PAGE: STUDENTS.ASU.EDU/POLICIES/SATISFACTORY-ACADEMIC-PROGRESS
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.

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.

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 for one term of financial aid PROBATION by completing this form. 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 timeframe 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.

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>
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</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. 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 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. 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**

To view your current SAP status go to my.asu.edu > Finances > Financial Aid and Scholarships. There is a row labeled Satisfactory Academic Progress (SAP) Status: and a box. Click on the ▲ beside the status and your SAP box will appear. This will advise you of what specific criteria you are not meeting for SAP. For any status that shows “Not Meeting” a box below will need to be completed.

**NOTE:** If you are not meeting the Maximum Credit Hour Standard, then you are required to meet with your academic advisor to complete this form.

**SAP STANDARDS:**

Check the box(es) below for each cumulative SAP Standard that was not met, and read the academic plan that you will be expected to maintain during the financial aid PROBATION term.

The academic plan, if successfully followed, will result in you attaining or progressing toward the cumulative SAP standard. You may lose aid eligibility if the terms of this academic plan are not met. This plan is for one term only. For additional information, visit the SAP website at: students.asu.edu/policies/satisfactory-academic-progress.

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

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

  **YOUR SAP ACADEMIC PLAN:** You must maintain a minimum GPA (2.0 undergraduate/2.0 law and 3.0 graduate) for the financial aid PROBATION term. You will be required to submit another SAP academic plan if you attain the minimum required GPA for the financial aid PROBATION term, but have not raised your ASU cumulative GPA to the minimum standards.

  By signing this form, you acknowledge that you will attain a minimum GPA (2.0 undergraduate/2.0 law and 3.0 graduate) for the financial aid PROBATION term.

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

  **YOUR SAP ACADEMIC PLAN:** You must pass a minimum 67% of attempted courses for the financial aid PROBATION term. Please be aware that even if you pass 67% of your attempted courses for the financial aid PROBATION term but are not meeting the 67% cumulative pace rate at the end of the financial aid PROBATION term, you will be required to submit another academic plan in order to be considered for financial aid in the next term. You may need to consider reducing your course load to less than full-time in order to improve your cumulative pace rate. All courses must apply to your degree program.

  By signing this form, you acknowledge that you must meet a minimum of 67% pace for the financial aid PROBATION term.
☐ Not Meeting Maximum Hours Standard: Students must not exceed the maximum attempted credit hour limit for their current degree program. All passed credit hours reported on college transcripts sent to ASU are included in this measurement.

You must meet with your Faculty Advisor or Academic Advisor to discuss and develop an academic plan for the financial aid PROBATION term. The advisor must complete and sign the portion of this section found below. We will not be able to accept this form if the advising section is not completed and signed.

ACAEDMIC PLAN (THE FOLLOWING TO BE COMPLETED BY ACADEMIC/FACULTY ADVISOR):
Please review with the student the reason for NOT MEETING the Maximum Credit Hour SAP standard and provide the information requested below.

Because the student has exceeded maximum hours for their degree program, every term must be reviewed to ensure that all attempted credits are passed and applied towards their first degree program. The student must submit another SAP Academic Plan for the remaining hours until completion of their first degree. The student must complete 100% of their attempted credit hours during the *financial aid PROBATION term.

(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)

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

YOUR SAP ACADEMIC PLAN:
Including the *financial aid PROBATION term, how many credits are needed for the student to complete their 1st degree: ___________
Including the *financial aid PROBATION term, how many credits are needed for the student to complete their 2nd degree, if applicable: ___________
Expected Graduation Date to complete remaining credits for first degree: ___________

*financial aid PROBATION term’ refers to the term in which the student is appealing to regain financial aid eligibility.

IT IS IMPERATIVE THAT THE STUDENT MAINTAIN THEIR ACADEMIC PLAN BY ONLY TAKING THOSE COURSES THAT APPLY TO COMPLETE THEIR FIRST DEGREE PROGRAM.

STUDENTS SHOULD NOT TAKE COURSES BEYOND THE CREDIT HOURS FOR THEIR FIRST DEGREE AS MENTIONED ABOVE. THIS MAY NEGATIVELY IMPACT THEIR FINANCIAL AID ELIGIBILITY IN FUTURE TERMS.

ACADEMIC/FACULTY ADVISOR SIGNATURE (ONLY FOR NOT MEETING MAXIMUM HOURS STANDARD)

By signing below, I am confirming that I have discussed the Maximum Credit Hour SAP Academic Plan with the student to help them understand that they must complete their program within their remaining credit hours. This student’s SAP Academic Plan is reasonable in terms of credit hours and class difficulty.

ASU Academic/Faculty Advisor’s Full Name (Printed) | ASU College/Department | Direct Phone Number
---|---|---
ASU Academic/Faculty Advisor’s Signature | | Date form was signed
ASU Email Address

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.
   a. Students who are not meeting the Maximum Credit Hour standard: I certify that I have met with my academic/faculty advisor and agree to the terms of my SAP Academic Plan.
3. 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.
4. I understand that failure to meet my academic plan may result in loss of financial aid eligibility in future terms.
5. I understand that grades of E’s and W’s (including medical and compassionate withdrawals) will negatively affect my satisfactory academic progress.

Student’s Signature | Date form was signed