 **2024-25 Financial Aid Satisfactory Academic Progress**

**(SAP) Appeal Form**

A student who is no longer eligible for federal financial aid due to a Financial Aid Suspension may appeal this status if unusual circumstances interfered with his or her ability to meet SAP standards. The purpose of the SAP Appeal form is to allow a student to explain the circumstances that interfered with his or her ability to meet SAP standards during the most recent semester. The outcome of an 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 to the extent permitted or required by law.

 Completed appeal and any additional documentation may be emailed to the assigned Enrollment Management Specialist.

Student’s Last Name Student’s First Name Student’s ID Number

Street Address City, State Zip

Email Address Phone No.

**A) Explanation & Documentation of Past Performance**

**Instructions:** Provide a typed statement and supporting official documentation explaining the extenuating circumstances that contributed to your unsatisfactory academic progress. Describe how you have modified your behavior to meet the standards of satisfactory academic progress. Attach any supporting documentation to your claims. Supporting documentation may include, but is not limited to:

Medical Condition – a physician’s or health care provider’s statement confirming your medical condition and that

(s)he medically supports your decision to continue your enrollment. Death of a Family Member – a copy of the death certificate or obituary. Divorce/Separation – court documents.

Military Service – official military orders

The SAP appeal and supporting documentation are confidential information and will not be released to any university department or outside agency without prior written approval.

**B) Academic Plan – Student Section**

**Instructions**: Satisfactory Academic Progress (SAP) Academic Plan will be provided to student upon approval of appeal.

**Student Statement**: I understand that I may continue to enroll in courses at Arizona Christian University as a student in the program of study listed above under the conditions outlined in the Satisfactory Academic Progress (SAP) Academic Plan. Failing to meet the conditions of this plan will result in suspension from federal and institutional aid.

I understand the potential requirements of the SAP Academic Plan and understand that if any of the conditions are not satisfied, my federal and institutional aid will be cancelled. By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, and that I have appropriately obtained all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) Standards Policy and understand that submitting this form does not guarantee that my request will be granted.

**Student’s Signature: \_ Date:**

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