



A student who is no longer eligible for federal financial aid because of a SAP 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 and document 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. Please note that all documentation submitted is confidential to the extent permitted or required by law

STEP 1: Student Information

Student Name _____

Student ID _____

STEP 2: Explanation of Circumstances Impacting Academic Performance

Please attach a typed and detailed statement that explains the extenuating circumstances that impacted your ability to meet academic standards. This may include but are not limited to the following situations: medical condition, death of a family member, divorce/separation, military service, etc. (**attached statements must be signed and dated by hand**).

STEP 3: Academic Plan

Please also attach a typed and detailed statement that explains how your circumstances have changed or how you will address the extenuating circumstances so that you may be successful in future terms (**attached statements must be signed and dated by hand**).

STEP 4: Documentation

Supporting documentation is required to be submitted with your statement. Examples of such documentation may include, but are not limited to:

- Medical Condition: A physician or healthcare provider’s statement confirming medical condition
- Death of a Family Member: Copy of death certificate or obituary
- Divorce or Separation: Court documents
- Military Service: Official military orders

Supporting documentation is considered confidential information and will not be released to any department or outside agency without prior written approval from the student.

STEP 5: Attestation

A Satisfactory Academic Progress (SAP) Academic Plan will be provided to the student upon approval of appeal:

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 Signature _____

Date _____