Students may appeal the loss of eligibility for Financial Aid by submitting this completed Satisfactory Academic Progress (SAP) Appeal Form, a written statement, and a detailed Academic Plan approved by your academic advisor to the Financial Aid Office. If this appeal is approved, students will be expected to meet the enrollment goals and grades set for your appeal term. We encourage students and their advisors to be realistic when planning academic goals. Students must submit a completed appeal and any additional documents to the Financial Aid Office in a timely manner. Incomplete SAP Appeals will be returned to students for completion.

### TYPE OF SAP APPEAL:

ArtCenter

FEDERAL SAP

SCHOLARSHIP SAP

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

BOTH

More information on the Federal SAP Policies and the Scholarship SAP Policies can be found on the Financial Aid Page on Inside.ArtCenter.

# STUDENT INFORMATION

Last Name, First Na	me	Student ID	Current Term	Major
Term GPA	Cumulative GPA	Terms Completed	Terms Remaining	Expected Graduation Term

# ACADEMIC PLAN

Students must meet with an Advisor (Departmental or Academic) to discuss their plans to meet academic standards. The student's eligibility for financial aid will depend on meeting the academic goals set for each term. If applicable, an Academic Plan for more than one term may be requested.

TERM	NAME OF CLASS	CREDITS
Example: Spring 2023	Make up Class	3

Department/Academic Advisor (Print Name)

Department/Academic Advisor Signature

Date

I certify that the information on the appeal form and any supporting documentation is accurate, true and complete to the best of my knowledge. I understand that I have failed to meet the requirements for Satisfactory Academic Progress (SAP) and that I have lost my federal aid and/or scholarship eligibility. The SAP appeal will be reviewed by a committee and they may request additional documentation. I understand that submission of this appeal does not guarantee reinstatement of lost aid.

**Student Signature** 

Date

If you need additional space to provide more information relevant to your appeal, please attach a separate sheet.

#### APPEAL CIRCUMSTANCES

Please use the text box below to explain your situation and any relevant circumstances that led you to be in Unsatisfactory status for Federal aid and/or Scholarship eligibility (e.g., serious injury, an extended illness, Death or life-threatening illness of a family member, were called to active duty by the military, or any other mitigating circumstances beyond your control.)

Student ID

# STUDENT PLAN OF ACTION

Please use the text box below to explain what has changed in your situation that will allow you to be successful going forward. Include any actions you have taken or will take to improve your academic standing (e.g., resolution of previous obstacles, time management, seek advisement, etc.)