

STUDENT INFORMATION

Last name, First Name	Student ID	Current Term
Address, City, State, ZIP	Phone	Major
Expected Graduation Term	Term GPA	Cumulative GPA

APPEAL CIRCUMSTANCES Please check below which factors caused your Academic Progress to be hindered.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> I experienced a serious injury or extended illness. | <input type="checkbox"/> I experienced death or life threatening illness of a family member. | <input type="checkbox"/> I was called to duty by military activation. | <input type="checkbox"/> I experienced other mitigating circumstances beyond my control. |
| <input type="checkbox"/> Other / Please Explain _____ | | | |

YOU MUST ATTACH A WRITTEN STATEMENT ON A SEPARATE SHEET FURTHER EXPLAINING YOUR SITUATION AND HOW YOU PLAN TO ACHIEVE YOUR ACADEMIC GOALS.

ACADEMIC PLAN If your Cumulative GPA is below 2.5, you must have already met with Enrollment Services and ArtCenter's Academic Advisor to discuss your Academic Plans. You must attach a copy of The Academic Probation Form to this Appeal.

If your Cumulative GPA is above 2.5, but your Pace is below 67%, then you must complete the following: Please indicate the number of units the students should complete during the potential Appeal Term, the planned courses, and anticipated grades.

<p>PLEASE NOTE: The student's eligibility for financial aid will depend on meeting the academic goals set for each term. If an appeal is granted, students may be requested to complete an Extended Academic Plan with their Departmental Advisor.</p>	Term	Name of Class	Credits	Anticipated Grade
	Ex: Spring 2018	Make up class	3	B

Department Chair (Print Name)
Phone Extension
Department Chair 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 Federal requirements for Satisfactory Academic Progress (SAP) and that I have lost my financial aid eligibility because of my academic history. I understand that this SAP appeal will be reviewed by a committee and approved only if, in their opinion, the circumstances of my situation justify allowing me more time to meet the federal requirements. I understand that upon review, the committee may request additional documentation.

Student Signature
Date

F.A. USE ONLY | Extended Academic Plan Required? _____ Due Date _____

F.A. Decision _____ Signatures _____

Notes _____ Date _____

You may appeal the loss of eligibility for federal financial aid due to failing to meet Satisfactory Academic Progress (SAP) standards. The Federal Aid SAP Appeal Form is used by students to reestablish aid eligibility through submission of this completed form, a written statement, supporting documentation, and a detailed Academic Plan (approved by your academic advisor) to the Financial Aid Office. If your appeal is approved, you will be expected to meet the enrollment goals and grades set for each term. We encourage you and your advisor to be realistic when planning your goals. In order for your appeal to be considered, it must be possible for you to regain good progress.

Financial Aid Satisfactory Academic Progress Standards are established to encourage students to successfully complete courses and progress satisfactorily toward program completion. In accordance with federal regulations, ArtCenter enforces a Federal Satisfactory Academic Progress (SAP) policy, which applies to all students receiving federal financial aid. In addition, students who receive ArtCenter Scholarships are held to a higher standard, and are required to maintain a minimum 3.0 cumulative GPA. To receive any federal financial aid funding, students must meet these minimum standards:

UNDERGRADUATE: Cumulative 2.50 GPA and successful completion of 67 percent of credits attempted. Maximum total credits attempted cannot be more than 150 percent of a specific degree program's published length.

GRADUATE: Cumulative 3.0 GPA and successful completion of 67 percent of credits attempted. Maximum total credits attempted cannot be more than 150 percent of a specific degree program's published length.

THE FEDERAL AID SAP APPEAL PROCESS IS ESTABLISHED TO ENCOURAGE STUDENTS TO:

1. Develop an understanding of Financial Aid Satisfactory Academic Progress Standards.
2. Review your current academic status, financial situation, and clarify goals.
3. Develop a working relationship with your advisor(s) and other resource services and individuals important to the completion of your program objective.

THE FEDERAL AID SAP APPEAL FORM REQUIRES STUDENTS TO:

1. Review and Complete the Federal Aid Satisfactory Academic Progress Appeal Form.
2. Review Financial Aid Satisfactory Academic Progress Standards at:
http://www.artcenter.edu/accd/admissions/financial_aid/getting_aid/policies.jsp
3. Submit a written statement indicating what circumstances prevented you from meeting the standards and submit supporting documentation.
4. Indicate the steps planned to ensure future success.
5. You must submit a copy of the Academic Probation form you completed with Enrollment Services and ArtCenter's Academic Advisor, if required.
6. If applicable, submit an Extended Academic Plan that has been completed with a Departmental Advisor.

PLEASE NOTE: STUDENTS MUST SUBMIT ALL DOCUMENTS, AND THE COMPLETED FEDERAL AID SAP FORM IN A TIMELY MANNER TO THE FINANCIAL AID OFFICE. FEDERAL SAP APPEAL FORMS THAT ARE INCOMPLETE WILL BE RETURNED TO THE STUDENT PRIOR TO REVIEW. FORMS SUBMITTED AFTER THE TERM HAS ENDED WILL NOT BE CONSIDERED DUE TO FEDERAL REGULATIONS.