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## SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

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### INFORMATION

If you received a Satisfactory Academic Progress Notification stating that your overall status is Probation, you must submit a SAP Appeal to regain Financial Aid eligibility. If you received a SAP Notification stating that your overall status is Warning, you **do not** need to submit a SAP Appeal. If you were Academically Disqualified from GCU you must establish readmission before submitting this appeal. This appeal is strictly for Financial Aid eligibility and will not be applied towards your readmission to GCU. The deadline to complete your SAP requirements is 30 days after the start of semester.

### INSTRUCTIONS TO SUBMITTING A SAP APPEAL

1. Attend a SAP Workshop **prior** to submitting your SAP appeal. Your appeal will **NOT** be reviewed until you attend the workshop and complete your SAP Quiz. The SAP Workshop schedule is available on the Financial Aid Office.
2. Please complete the Satisfactory Academic Progress Appeal attached to this page and describe the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress Standards. Also indicate how you have addressed or resolved the issue(s) that resulted in your inability to meet the Satisfactory Academic Progress requirements and explain why it will not cause problems in the future.
3. Submit a signed and updated Individual Learning Plan or Academic Plan with your SAP Appeal. Either of these documents must include your graduation date, the courses and number of units you plan to complete each semester, and your academic advisor's signature.

### AFTER SUBMITTING YOUR APPEAL

SAP Appeals for the Fall semester will be reviewed starting in July. SAP Appeals for the Spring semester will be reviewed starting in January. You will be notified (via email) of the SAP Committee's decision after your appeal is reviewed. The SAP Committee's decision is **final**. During the review of your appeal, **some** of the factors that will be considered are:

1. Number of previous SAP Appeals and reinstatements
2. Ability to complete your semester within the maximum units you are allowed to attempt
3. Demonstrated resolution of the problems that resulted in your failure to meet the SAP Policy
4. The nature of extenuating circumstances that resulted in your failure to meet the SAP Policy
5. Quality of SAP Appeal and thoroughness of supporting documentation

**DO NOT SUBMIT THIS PAGE WITH YOUR APPEAL**



**SATISFACTORY ACADEMIC PROGRESS APPEAL**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last, First

Academic Year \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

**Mark the reason(s) for your Satisfactory Academic Progress Appeal**

- Failed to meet GPA requirement
- Deficient Units
- Exceeded Maximum Time Frame
- Reinstatement
- Other \_\_\_\_\_

**1. Describe in detail the reason(s) why you failed to meet the satisfactory academic progress policy**

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**2. How do you plan to maintain satisfactory academic progress in the future?**

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Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last, First

**SAP APPEAL CHECKLIST**

**Please verify that you have attached and completed the following BEFORE submitting your SAP Appeal:**

Individual Learning Plan (ILP) or Academic Plan attached? **Your ILP or Academic Plan must be updated and signed within the last academic term attended. Failure to attach either of these documents will delay the review of your appeal.**

I attended the SAP Workshop on \_\_\_\_\_(date). If you have not attended a SAP workshop, DO NOT submit your appeal.

I completed the SAP Quiz on \_\_\_\_\_(date). If you have not completed the SAP Quiz, DO NOT submit your appeal. The Financial Aid Office will verify attendance to the workshop AFTER you complete the SAP Quiz.

Submit SAP Appeal in person to GCU Financial Aid Office.

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As a Financial Aid recipient, I understand that I am required to meet GCU's Satisfactory Academic Progress Policy every semester until I graduate. If my SAP Appeal is approved, I agree to comply with the policy and approve of the Financial Aid Office to request semester progress reports as needed. My Individual Learning Plan attached is my academic plan and I will follow it to the best of my ability in order meet the SAP Policy and graduate. I certify that if I fail to meet the SAP Policy at the end of each semester, my Financial Aid eligibility will be jeopardized the following semester.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_