



Satisfactory Academic Progress (SAP) Appeal Form

Full Name:	Student ID Number:	Date:
Address:	Phone Number:	Email:
Type of Appeal: ☐ Loss of Financial Aid ☐ Academic Suspension		
Indicate the Academic Year:		
Add a checkmark next to the academic term for which you are requesting the appeal. ☐ Fall Term ☐ Spring Term ☐ Summer Term		
Add a checkmark next to the circumstance(s) that prevented achieving satisfactory academic progress. Note: Students must submit documents to establish the merits of the appeal.		
☐ Death of a relative		
☐ Illness or injury of the student		
☐ Illness or injury of an immediate family member or significant other		
☐ Job Loss		
☐ Natural Disaster		
☐ Maximum Time-Frame		
Explain how the above marked circumstance(s) affected your academic progress: Please see attached statement of in-depth reason for academic failure. _____ _____ _____		
Explain what adjustment you can make to continue successfully with your study: Please refer back to attachment for in depth statement. _____ _____		
Date: / / Student's signature: _____		
Committee Use Only		
General average of the study program:	Approval percentage (credits approval/ credits attempted):	
Did the student present evidence of the reasons that impeded satisfactory academic progress? ☐ Yes ☐ No	Did the student provide change in circumstance(s) that will facilitate satisfactory academic progress moving forward? ☐ Yes ☐ No	
☐ Appeal granted ☐ With financial aid ☐ without financial aid	Date: ____/____/____	☐ Appeal denied Date: ____/____/____
Committee Signatures		
Dean of Academic Affairs		Date:
Director of Financial Aid		Date:
Registrar Department		Date:
Dean of Student Affairs		Date:
Original Registrar Student Copy Financial Aid Copy Dean of Student Affairs Copy Program Director Copy		



Satisfactory Academic Progress (SAP) Appeal Instructions

Federal regulations require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. Students who are not meeting the published standards will not be eligible to receive aid from any federal or state aid program. Read the SAP standards here: http://www.albizu.edu/Portals/0/Documents/cau/mia/mia_catalog.pdf

Submitting an Appeal

Students have the right to appeal any decision of ineligibility to continue to receive financial assistance. Students are required to file appeal by the published deadline specified in the Academic Calendar. If you wish to appeal, follow the instructions below.

1. Identify the extenuating circumstance (s), which caused the failure to comply with SAP standards. See examples of such unusual circumstances and the appropriate supporting documentation below.

Extenuating Circumstances	Examples of Supporting Documentation
Student's disability, illness, or injury	Disability Services documentation, physician statement, hospital billing statement, police report
Death of a family member or significant individual in the student's life	Obituary or death certificate
Illness or injury of a family member or significant individual in the student's life	Physician statement, hospital billing statement, police report
Student's divorce or separation	Provide an attorney's letter on law firm's letterhead, petition for dissolution, or copy of divorce decree
Natural disasters	Provide a written statement and/or supporting document(s) referring to weather advisories
Job Loss	Termination letter, Federal-State Unemployment Insurance Program determination or appeals letters

2. Ensure the appeal includes the following required documents:

- () Signed Appeal Form Signed (See page 2)
- () Signed and dated personal statement of explanation
- () Relevant supporting documents substantiating extenuating circumstances
- () Academic Plan of Action (obtained from the Academic Advisor)

Important note: Albizu University will not accept or review a SAP Appeal without the aforementioned required documents.

3. Submit your appeal to aufaid-mia@albizu.edu by the published deadline specified in the Academic Calendar.

Committee Review

Allow the SAP Appeals Committee 15 working days to review the student submission. Students will receive a notification in their Albizu University student email account. SAP Appeal decisions are non-appealable. To complete an appeal, complete the form on the reverse side of this document.