

Satisfactory Academic Progress Appeal Instructions



If you have been placed on SAP Suspension, it means that you are not currently meeting the requirements to maintain your federal financial aid. However, you have the right to appeal this decision if you believe there were extenuating circumstances that impacted your academic performance. To begin the appeal process, you must complete all four steps outlined below. Please note that incomplete appeals will not be reviewed. Carefully follow these instructions to ensure your appeal is submitted correctly and on time.

1. Write Your SAP Appeal Letter

In your letter, explain:

- What prevented you from meeting SAP standards (e.g., medical, personal, or other unforeseen circumstances).
- How the issue has been resolved.
- The steps you're taking to ensure your academic progress won't be affected going forward.

2. Provide Supporting Documentation

Attach any relevant documentation that supports the circumstances described in your appeal letter (e.g., medical documentation, accident report, death/birth certificate, insurance claim, other third-party documentation that supports your letter from step 1.).

3. Complete the SAP Appeal Form

Fill out the SAP Appeal Form, ensuring that you attach both your appeal letter and supporting documentation. You can access the form through the link provided in your SAP Suspension email.

If you experience issues with the online form or would prefer a PDF version, please email Student Financial Services (SFS) for assistance.

4. Submit Your Educational Development Plan (EDP)

Contact your academic advisor at advisingcenter@peirce.edu to create an Educational Development Plan (EDP). Once completed, submit the signed EDP to Student Financial Services.

Important Notes:

- Submit all 4 documents in two separate submissions:
 1. The SAP Appeal Form with your appeal letter and supporting documentation
 2. The completed and signed EDP
- Incomplete appeals will not be reviewed. Student Financial Services will send one reminder email for any incomplete or missing documents.
- Submit your appeal promptly, and at least 7 days prior to your next enrollment start date to avoid delays in processing.

For questions, contact Student Financial Services at sfs@peirce.edu or 215-670-9600.