



Student Financial Services

Satisfactory Academic Progress Appeal Instructions

Federal regulations require The Office of Student Financial Services to monitor each federal aid recipient's progress toward certificate/degree completion. Your academic record is evaluated after each semester to determine if you are meeting the SAP requirements to maintain financial aid eligibility for the next semester.

A student who fails to complete their courses with a 67% or more completion rate, fails to achieve minimum standards for their cumulative grade point average or fails to complete the certificate or degree - within the maximum timeframe - may lose their eligibility for all types of federal student aid administered by The Office of Student Financial Services. SAP standards are applied to all categories of students (i.e. full- and part-time) and are reviewed at the conclusion of every semester.

Based on this review if you are placed on Suspension, you have the right to appeal. To begin the Appeal Process please complete the following. Only the SAP Appeal applications that have all the requested documents will be reviewed by the committee. Failure to comply with form or document request could result in an SAP Appeal Denial.

Read through the following instructions thoroughly and complete each step to successfully appeal your SAP status.

1. **SAP Appeal Letter** - Submit a Satisfactory Academic Appeal Letter, by attaching to the SAP Appeal Form link provide in step 3. The letter should address and include the following:
 - Please describe the unforeseen circumstance which may have prevented you from meeting the SAP Standards during previous semesters.
 - How has the situation been resolved?
 - What steps have you taken to ensure your future academic progress will not be affected?
2. **SAP Documentation** - Submit documentation to support your appeal letter, by attaching to the SAP Appeal Form link provide in step 3. This should include documentation, proof, of the unforeseen circumstance that may have prevented you from meeting the SAP Standards.
3. **SAP Appeal Form** - Complete the [Satisfactory Academic Progress Appeal Form](#), attaching your letter, and documentation.
4. **Educational Development Plan** - Connect with your academic advisor at advisingcenter@peirce.edu to complete an Educational Development Plan (EDP). Return completed EDP to Student Financial Services.

Steps 1-3 above should be attached when submitting the SAP Appeal Form, if additional documentation is required or not attached to the Appeal Form submit to Student Financial Services using the Secure Document Upload Portal at:

<https://forms.peirce.edu/4725699>

Or by Fax to: 215.545.3671