

SAP APPEAL GUIDE

How to Appeal Your Financial Aid Status & Regain Academic Funding

Need to regain your financial aid? If unexpected circumstances impacted your academic performance, you have the right to submit a Satisfactory Academic Progress (SAP) Appeal. This guide provides a step-by-step framework to help you write a compelling letter and gather the correct documentation.

WHAT COUNTS AS AN EXTENUATING CIRCUMSTANCE?

To qualify for a SAP appeal, your academic difficulties must have been caused by an unexpected, unforeseeable, or unusual disruptive event, such as:

- **Major Illness or Injury:** Physical/mental health issues affecting you directly.
- **Death:** Loss of an immediate family member.
- **Family Changes:** Divorce, separation, or severe domestic disruption.
- **Military Duty:** Active deployment for you, your spouse, or parents.
- **Natural Disasters:** Events directly impacting your living or study situation.
- **Unforeseeable Events:** Other unique, extreme disruptions.

Important Note: Issues known to you *before* the semester began generally do not qualify. It is highly recommended to drop courses early rather than risk failing grades if a known issue exists.

SAP Appeal Eligibility

Your situation must directly correlate with missing one or more of the following PCC requirements:

- **GPA dropped below 2.00** (Cumulative)
- **Completion rate fell below 67%** of attempted credits
- **Exceeded 150% maximum timeframe**

Note: Timeframe appeal submissions may require a student to justify why completed coursework should not be used in the SAP calculation (e.g., an injury prevents you from performing in your prior career choice).

Document Checklist Tips

- **Official Paperwork Only:** Submit doctor's notes, counselor letters, or court/official records.
- **Verifiable Claims:** Supporting documentation must contain substantiation of your claims, dates, and signatures as appropriate.
- **No Photos/Screenshots:** SMS screenshots or informal photos are not accepted.
- **Protect Privacy:** You may black out sensitive details. We only need to verify severity and specific dates.

HOW TO STRUCTURE YOUR APPEAL LETTER

Your appeal letter must be clear, well-structured, and factual. Use the four-part framework below to write your letter.

Part 1: Introduction

Define your academic pathway and identify the metric you missed.

- State the exact degree or certificate you are working toward, and list which requirement was missed (67% completion, 2.00 GPA, or 150% timeframe).

Part 2: What Happened? (Semester-by-Semester breakdown)

Address every term where your grades or completion rate dropped.

- Specify the semester, impacted courses, exactly what happened with dates, and your attached proof.

Part 3: What Has Changed?

Demonstrate how your circumstances have stabilized or been resolved.

- Explain concrete steps you have already taken to ensure these issues will not disrupt your studies again.

Part 4: Your Plan for Success & Conclusion

Outline your proactive steps to maintain SAP and summarize your appeal.

- List at least **three specific, actionable strategies** (e.g. tutoring, advising) and conclude.

EXPERT SUBMISSION TIPS

Be Direct & Honest

Take ownership of your academic records. Keep your letter focused, professional, and stick strictly to the verifiable facts.

Define Clear Steps

Explicitly describe what resources you are using to recover. Show the committee you are being proactive about support.

For questions email fahelp@pima.edu or [make an appointment](#).