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SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

In order to appeal the denial of financial aid due to failure to maintain Satisfactory Academic Progress, you must complete this form and attach the required documentation. Forms submitted without documentation will not be accepted. *Carefully read and complete this application.*

_____/_____/_____ U _____
 Student's Last Name First Name M.I. Student's Pace University ID

 Student's Alternate or Cell Phone Number

 Student's Email Address

Indicate the semester for which the appeal is being considered: Fall 20__ Spring 20__ Summer 20__

Have you had a previous appeal? Yes No

Reasons for SAP Appeal (*check applicable box*):

- Medical: Attach documentation from a medical professional from whom you have received advice or treatment.
- Death/Illness: If a family member or close friend's death or illness contributed to the lack of academic progress, attach documentation such as a death certificate, obituary or medical records.
- Change of Major: Please submit a copy of the change of major form that has been submitted to OSA along with reason for changing your major.
- Other Circumstances: Clearly describe the circumstances and provide appropriate documentation.
If documentation does not exist or you are unable to obtain documentation, please explain why.

Explanation – attach your appeal letter to this form. The appeal letter must include:

- ✓ A written explanation regarding the reason you are failing to meet the satisfactory academic progress requirements.
- ✓ Address and outline the steps that you have taken and will be taking to correct the problems that have prevented you from making Satisfactory Academic Progress.

Visit the [Pace University Satisfactory Academic Progress](#) webpage for more information and to review your program requirements for SAP.

Keep in mind, enrolling in courses and receiving a “W” (withdrawal) or “F” (failing) grade will negatively impact your completion rate.

I understand that a SAP Appeal form that is incomplete or lacks appropriate documentation can delay the decision on my appeal.

I certify the information I have provided is true: _____
 Student Signature Date