

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS PETITION**

Federal regulations governing student financial aid require aid recipients maintain standards of academic progress towards completion of their degree or certificate. For a complete description of the SAP policy, please review the [Financial Aid Information Guide](#).

Appeal process: Students who are deemed **ineligible to receive financial aid** for not meeting satisfactory academic progress (SAP) standards and have extenuating circumstances beyond their control may submit an SAP Appeal to the Financial Aid Office. Here are examples of conditions that would be considered: death of family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, and extreme personal hardship.

Appeals will NOT be viewed favorably for reasons such as: situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, or unit overload.

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**SAP Petition Instructions:**

**Part 1: Please submit your SAP Appeal explaining your extenuating circumstance with supporting documentation to the FAO for review.**

**Part 2: After review, the appeal will be either approved or denied based on circumstance.**

- a. **If APPROVED, please meet with your Academic Advisor, and complete the NSP with Academic Plan document**
- b. **If DENIED, please consult your One Stop Specialist for next steps.**

**Part 3: (if approved) Maintain your Academic Plan decided upon by you and your Academic Advisor.**

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<b>Student Name:</b>	<b>B00#</b>
<b>Student Email:</b>	<b>Advisor Name/Campus:</b>

**Please read the instructions below and attach ALL required information:**

**Step One:** Select the reason(s) you are not meeting Satisfactory Academic Progress (SAP). For more information about the University's SAP standards and policies, please visit the [Student Aid Handbook](#).

- I am not meeting the minimum SAP 66.66667% percentage PACE requirement.
- I am not meeting the required GPA for my program.
- I have exceeded the maximum time frame (MTF) to complete my degree program (exceeded 150% of the program's published length of study). For undergraduate students, MTF is reached when you have 180 or higher attempted units. For Graduate/Credential students, MTF is reached when you have completed 150% of the units required for the degree.

**Step Two:** Personal Statement of extenuating circumstances.

- **What:** Extenuating circumstances can include personal injury or illness, family emergency, death of a close relative, personal crisis, or other events beyond your control.
- **When:** Extenuating circumstance(s) must have occurred during specific individual sessions that caused you to not meet SAP.
- **How has it improved:** The statement should detail the steps you have taken to ensure that you will successfully complete all current and future classes. Student appealing for extenuating MTF, please include how many units/sessions you have remaining to complete your degree, and your expected graduation date.

**Step Three:** Supporting documentation. Attach any relevant documentation that will support your personal statement, above. Examples of acceptable documentation can be found in the attached appendix.

**NOTE:** Failure to submit all required documentation can result in denial of your appeal.

If Personal Statement has been approved, please continue to **Step Four**.

**Step Four:** If **steps 2-3** are approved, the student **MUST** meet with their academic advisor to define an academic course and unit plan for meeting the university's SAP standard for financial aid. Please return to FAO. An approved appeal will remain **ineligible** for financial aid until the academic plan is received and reviewed. Failure to submit the plan by the deadline will result in a denial of your appeal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix for Step 2: Supporting Documentation

Reason for Appeal	Examples of Supporting Documentation
Personal illness or injury	Statement from licensed healthcare provider Hospital discharge note
Death of a family member or significant person in student's life	Copy of death certificate Copy of obituary or funeral notice Personal statement should clearly outline the name of the deceased, the date of death, and their relationship to student
Illness, accident, or injury of a family member of significant person in student's life	Statement from a Physician or licensed Healthcare Provider Hospital discharge note Personal statement should clearly outline who was injured or ill, when this occurred, treatment dates in correspondence with the semester(s) student did not make academic progress
Natural disasters	Insurance claims Articles related to natural disaster Mortgage or lease with address corresponding to area afflicted by a natural disaster
Other documented special circumstances beyond a student's control.	Statement from a Third-Party professional Copy of police report with relevant information to student's personal statement Approved Petition for Excused Withdrawal if applicable Student's personal statement must clarify how the situation was extenuating and unforeseen, and how it corresponds with the semester student did not meet Satisfactory Academic Progress.
<b>Do NOT submit the following documentation with your appeal</b>	
<ul style="list-style-type: none"> <li>• Brandman University academic transcript</li> <li>• Entire medical history from a doctor's office or hospital</li> <li>• Transcripts from universities or institutions outside Brandman University</li> <li>• Original copies of legal or medical documents, as any submitted appeal will not be returned to the student</li> </ul>	

Students are highly encouraged to meet with their One Stop Specialist prior to submitting an appeal to discuss supporting documentation in greater detail. While meeting with One Stop Specialist is recommended, it is not required, and does not guarantee appeal approval.