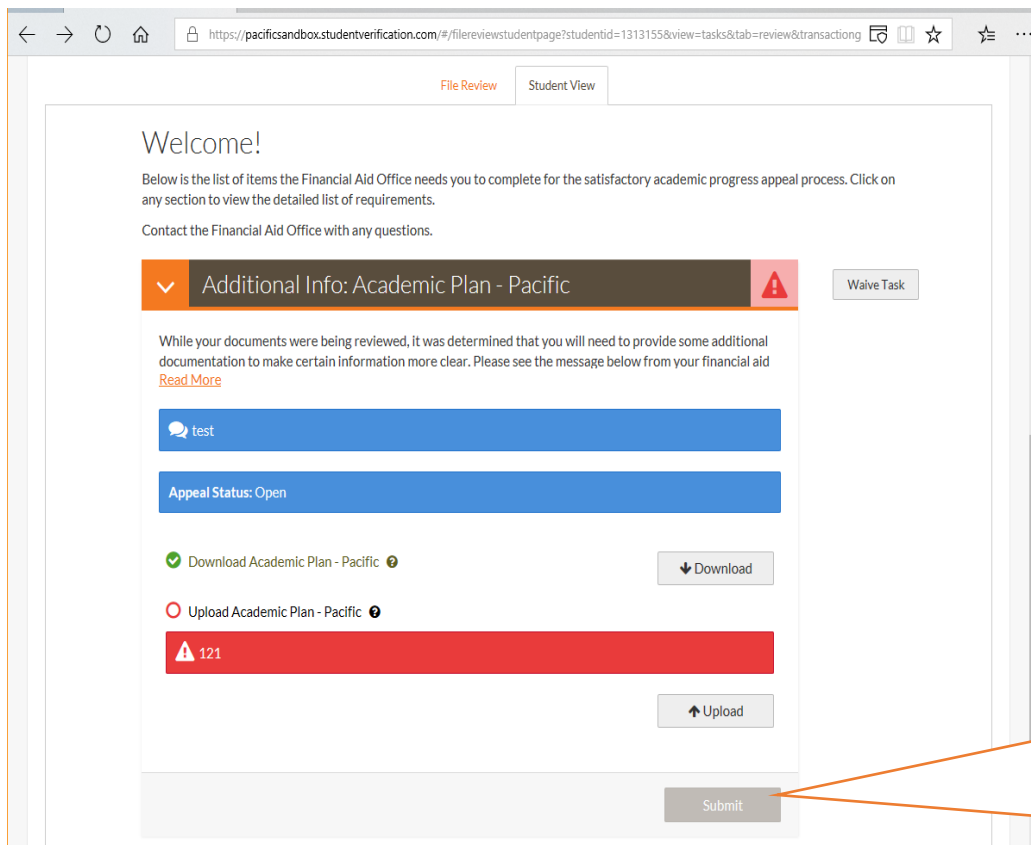


## Satisfactory Academic Progress Appeals

Appeals are considered with the explanation and supporting documentation of a one-time extenuating circumstance that interfered with your academic performance and attributed to your SAP disqualification. Your appeal must also address the actions that you will take, or changes already made to achieve and maintain satisfactory academic progress.

**If you have a one-time extenuating circumstance, complete the following steps to submit a SAP appeal request:**

- 1) Access the following url: [financialaid.pacific.edu](https://financialaid.pacific.edu) using your PacificNet ID and password. If this is the first time you have logged in, you will be required to confirm your first name, last name, SSN and date of birth.
- 2) Once logged onto the main page, select the “Request” button located on the upper right of the main screen
- 3) SAP Appeal - click on the green plus sign under 2021-22
- 4) Enter an explanation - your reason for requesting the SAP appeal request
- 5) Click on “Submit”
- 6) Select and complete the tasks associated with your appeal
  - a. Pacific Academic Plan
    - i. Download the academic plan for completion by student and faculty advisor
    - ii. Upload completed and approved academic plan
  - b. SAP Appeal Web Form
    - i. Click on Fill Out
  - c. Upload supporting documentation under Upload Third Party Documentation
    - i. Click on Upload
- 7) Click on the “Submit” and “Finish” buttons after completing the SAP Appeal Web Form and the Academic Plan and all supporting documentation is uploaded. These final steps will inform the Satisfactory Academic Progress Committee that your appeal is now ready for review.



**Final Steps -Click the “Submit” button to submit your appeal. Click on FINISH as your final step.**