

Dear Student,

Please find below additional information regarding your academic progress. Federal regulations (Sections 668.16(e), 668.32(f) and 668.34) require that schools monitor the **academic progress** of each applicant receiving federal financial assistance and that the school certify the applicant is making **satisfactory academic progress** (SAP). Financial aid eligibility is based on SAP standards established by the University, pursuant to federal law, to ensure that all financial aid recipients progress towards degree completion. All students who receive University, State, private, and/or Federal aid must meet the criteria stated in the policy.

**The maximum time frame** – Undergraduate degree programs (One major/one minor if applicable) are designed to be completed in four years. Federal regulations specify that students are eligible to receive federal aid for 150% of the time normally required to complete an academic program, as long as they continue to qualify. **A minimum of 128 units is required for an undergraduate degree. The maximum time frame for students in these programs is 192 attempted units, including transfer units (128 x 1.5=192).** According to our records you have exceeded 192 units. If you transferred units in or if other circumstances apply and you will complete your program within the next twelve months, please complete the information below for appeal consideration. Once the completed information is received the committee will make a decision regarding approval or denial of your aid for completion. If you need more than 12 months to complete your degree, please complete the **SAP Appeal Form**.

*If you have already graduated and do not need any additional units you may disregard this notice since you will no longer need financial assistance for your undergraduate program at Pepperdine.*

**Anticipated Graduation Date (Month/Day/Year):** \_\_\_\_\_

**Units needed to complete the program:** \_\_\_\_\_

**Describe the circumstance that caused you to exceed the maximum time frame (192 units).**

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Print Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Date: \_\_\_\_\_

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

My signature certifies that I have read and understand the Satisfactory Academic Progress Policy, the Financial Assistance **Terms and Conditions** and the Guidelines applicable to my academic standing. I certify by signing this form that all information contained within is true, complete and accurate to the best of my knowledge. I understand that any false misrepresentations will cause a reduction, denial, and/or repayment of financial assistance. I understand that failure to respond may cause permanent cancellation of my financial assistance. If I have questions I will contact Academic Advising or the Office of Financial Assistance.