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## 2019-2020 Satisfactory Academic Progress Appeal Form

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Students who do not meet Satisfactory Academic Progress (SAP) standards are not eligible to receive financial aid. If you have extenuating circumstances that have led to your inability to meet SAP standards, you may submit a SAP appeal. To appeal your SAP status for the Fall 2019 and/or Spring 2020 or Summer 2020, you must submit this form, along with any required documentation detailing the extenuating circumstances that contributed to you not meeting SAP standards. Extenuating circumstances may include illness/hospitalization of the student, death of a family member, or other circumstances beyond the student's control. In addition, you should indicate changes you have made to achieve SAP in future semesters. You are encouraged to work with your academic advisor to create a comprehensive plan that will help you succeed academically.

To understand why you have been selected for Satisfactory Academic Progress review your To Do List in [one.iu.edu](http://one.iu.edu). You only need to complete the appeal form based on the reason(s) why you are not meeting Satisfactory Academic Progress.

To review the SAP policy, please visit <http://go.iu.edu/28ks>. Here you will find detailed information regarding the SAP policy along with additional information to guide you through the process.

Once your appeal has been submitted, you will receive an email notification to your IUPUI account from our office regarding the SAP appeal decision within 15 business days after receipt of your completed appeal form and the required documentation. Regularly monitor your email account and To-Do List for any requests for additional information. During this time, you will be responsible for any tuition and fees, including late fees, charged to your account. Submitting an appeal does not guarantee approval to reinstate your eligibility to receive financial aid.

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### Complete Each of the Following Steps:

- Determine why you were selected for not meeting Satisfactory Academic Process (SAP) by reviewing your To-Do List.
  - Completion Rate is below 67%
  - Cumulative Program GPA below the minimum required by your academic program
  - Too Many Credit Hours
- Provide a typed statement and supporting documentation to explain the extenuating circumstances that contributed to not meeting SAP standards during all periods of enrollment.
  - Describe how you have modified your behavior to meet our standards of satisfactory academic progress
  - If you are appealing for too many hours and are working on a 2<sup>nd</sup> degree that is a level equal to or below any current credential that you have earned, please describe why you are pursuing the new program. For example, if you already have a B.S. degree and are working on either a 2<sup>nd</sup> bachelor's degree or a certificate, please explain how the new program will help you achieve your career goals.
  - Include documentation that will support your appeal
- Submit all items to the Office of Student Financial Services.



# IUPUI OFFICE OF STUDENT FINANCIAL SERVICES

## 2019-2020 Satisfactory Academic Progress Appeal Form

Student Name: \_\_\_\_\_

University ID#: \_\_\_\_\_

Indicate the timeframe:

Fall/Spring

Summer

### Advisor Recommendations for Students with GPA or Completion Rate Issues

(Full or Part Time, Repeat course(s), Grade Replacement, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Advisor Information for students with Too Many Hours toward degree

Current Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

How many total credit hours are required for the current degree/certificate? \_\_\_\_\_

How many remaining credit hours are needed for graduation in the current program of study? \_\_\_\_\_

Student has:  changed majors  transfer hours  is seeking a 2<sup>nd</sup> degree. If you marked any of these three items, how many current transcript hours do not apply to the current major/degree? \_\_\_\_\_

Please list the courses (Subject/Catalog#/Credit Hours) in which the student plans to enroll for this academic year (attach extra sheet if student needs more semesters):

Summer:	Fall:	Spring:

Advisor Name (Print): \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

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

Please print and sign

I have attached requested appeal information. I understand that failure to meet SAP requirements makes me ineligible for financial aid unless my appeal is approved or until such time I meet the conditions of the IUPUI Satisfactory Academic Progress Policy. SAP appeal decisions could take up to 15 business days after receipt of my completed appeal form and the required documentation. During this time, I understand I will be responsible for any tuition and fees, including late fees, charged. I understand submitting an appeal does not guarantee approval to reinstate my eligibility to receive financial aid.

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