

Indiana University Northwest

Office of Financial Aid and Scholarships

Satisfactory Academic Progress Appeal

If you do not meet Satisfactory Academic Progress (SAP) standards you may use this form to appeal. If your appeal is granted you will be awarded financial aid. Subsequent appeals will be reviewed based on additional extenuating circumstances.

Name: _____ University ID#: _____

Check the semester for which you are appealing to have aid restored (check one box only):

Summer

Fall

Spring

Check reason for appeal:

A. Low Cumulative GPA and/ or Inadequate Completion B. High Hours/Excessive Hours

Academic major: _____ Anticipated graduation date: _____

Certification Statement:

By initialing and dating below, I certify that the information provided in this appeal is true and accurate. I understand:

1. This appeal is subject to approval by the SAP Committee.
2. Approval is **not** guaranteed.
3. Committee decisions are final and can take up to 15 days from the day the appeal is received.
4. I am responsible for the full balance due IUN if my appeal is not granted.
5. For every term that I receive financial aid for while on contract I agree to:
 - a. Only enroll in required courses
 - b. Receive no grades of "I" or "W" or "F" or "NC"
 - c. Attend all course for the entire term
 - d. Receive a semester GPA of at least 2.0 or higher if stated on the contract

Initials _____ **Date completed** _____

To be completed by your Academic Advisor for the High Hours/Excessive Hours appeal:

Total number of hours required for degree: _____

Is a minor required for degree? ____ Yes ____ No

Beginning with ____ / ____ (semester/year), total number of hours* the student needs to complete the degree: _____

*Include minor hours **only if** a minor is required for the degree.

Requirements:

Federal regulation requires that all students receiving financial aid maintain Satisfactory Academic Progress (SAP). Failure to achieve SAP standards results in ineligibility for federal, state or institutional financial aid. Requirements to meet Satisfactory Academic Progress standards:

- Undergraduate students must maintain the minimum program GPA of 2.0 (unless a higher GPA is required by your program); graduate students must maintain a minimum program grade point average of 3.0.
- Complete 67% of all credit hours attempted (undergraduate and graduate).
- All students must complete their degree within 150% of the maximum length of the program, regardless of whether or not they have received financial aid for the credits.

Instructions:

- A. Low Cumulative GPA and/or Inadequate Completion:
 1. Complete this online form, including your personal statement, initial and date.
 2. Upload supporting documentation.
 3. Select the appropriate academic unit from the drop down menu to route this form to your academic advisor. Students **must** meet with their advisor to discuss their status and develop a plan to remedy the situation. **Academic Plan must be submitted with Sap Appeal**
 4. The SAP Appeal Committee will notify students of their denial/approval via IU email.
- B. High Hours/Excessive Hours:
 1. Complete this online form, including your personal statement, initial and date.
 2. Upload supporting documentation.
 3. Select the appropriate academic unit from the drop down menu to route this form to your advisor.
 4. Schedule a meeting with your Academic Advisor to go over your required courses and to complete **Academic Plan to be submitted with SAP Appeal**.
 5. The SAP Appeal Committee will notify students of their denial/approval via IU email.

NOTE:

- **Typically, students may file one SAP appeal per academic year, any additional are based on extenuating circumstances.**
- Once a student reaches high hours, financial aid **cannot** be used to acquire double majors, optional minors, change majors/concentration, or to improve the student's GPA
- Students who cannot mathematically complete their degree within the 150% timeframe are no longer eligible for aid.

Personal Statement Requirement*

Using the space below, provide your personal statement. You must include the following:

- Identify what caused your unsatisfactory academic progress during all the term(s) in which SAP was not met;
- Explain how you will be successful in upcoming semesters; and
- Documentation to support your appeal, if applicable. Appropriate documentation may include, but is not limited to, the following:
 - Medical condition – a physician’s or health care provider’s statement confirming your/dependents medical condition and that (s)he medically supports your decision to continue your enrollment
 - Death of a family member – a copy of the death certificate or obituary
 - Divorce/Separation – court documents
 - Military service – official military order

*If completing an Excessive Hours Appeal, you must explain the reason for the delay in your degree completion.