



IUPUC OFFICE OF STUDENT FINANCIAL SERVICES

2023-2024 Satisfactory Academic Progress Appeal Form

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 Fall 2023 and/or Spring 2024 or Summer 2024, 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. You only need to complete the appeal form based on the reason(s) why you are not meeting Satisfactory Academic Progress.

You will receive an email notification to your IUPUC account 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.

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 is below the minimum required by your academic program
 - Too Many Credit Hours
- Provide a 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 in the future.
 - If you are appealing for too many hours and are working on a 2nd 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 2nd 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.



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Student Name: _____

University ID#: _____

Indicate the timeframe: Fall/Spring Summer

Advisor Information for students with Too Many Hours toward degree

Current Major/Degree: _____ 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 2nd 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 to complete the degree**):

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 IUPUC 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: _____