SATISFACTORY ACADEMIC PROGRESS
APPEAL FORM - GPA
Fall, 2014- Summer, 2015

Purpose: This form is used only to appeal to receive financial aid and does not impact your eligibility to continue in your program of study. Students who do not meet Satisfactory Academic Progress (SAP) standards are ineligible to receive financial aid. To appeal for continued financial aid eligibility, you must submit this form, along with any required documentation, detailing the extenuating circumstances that contributed to your not meeting the SAP standards. Extenuating circumstances may include illness/hospitalization of the student, death of an immediate family member, or other extreme circumstances beyond your control. In addition, you should indicate how you have overcome any issues and will be able to achieve SAP in future semesters.

You will receive an email notification at your University account regarding the SAP appeal decision within 15 business days after receipt of your completed appeal form and the required documentation. You should regularly monitor your e-mail account and OneStart ToDo list for additional items which may be requested. 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.

You are expected to work with your academic advisor to create a comprehensive plan that will help you succeed academically. Please note that summer courses are conducted at an accelerated rate and in a condensed time frame.

Complete Each of the Following Steps:

☐ Make an appointment to meet with your academic advisor to complete an academic plan form

☐ Provide a typed statement and supporting official documentation

□ Explain the extenuating circumstances that contributed to your unsatisfactory academic progress.
□ Describe how you have modified your behavior to meet the standards of satisfactory academic progress.
□ Attach relevant supporting documentation, for example:
  Medical condition – a physician’s or health care provider’s statement confirming your medical condition and that the provider 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 orders

☐ Print a copy of your unofficial transcript from OneStart (http://onestart.iu.edu)

□ OneStart > Self-Service > Go to Student Center > My Academics and Grades > View my Unofficial Transcript. From the Academic Institution pull-down menu select IU Northwest as appropriate and select a report type of Unofficial/Cur Enrl/All Careers and click the Go Button. Print a copy to attach to your appeal.

☐ Attach all required items to this document and submit to the Office of Financial Aid, Hawthorn 111

Please submit your appeal as soon as possible after receiving your e-mail notification that you do not meet SAP standards.

Deadlines: Appeals should be submitted by July 3 for fall, 2014, December 1 for spring, 2015, and April 17 for summer, 2015. Appeals submitted later than these deadlines may not be processed in time to receive aid for that semester or enrollment period. No appeals will be accepted 30 days or fewer before the last day of the semester.
To Be Completed by the Student (please print)

Name ___________________________________________ University ID: _______________________
IU Email ________________________________________   Phone:  ____________________________

Note: This form is used only to appeal to receive financial aid and does not impact your eligibility to continue in your program of study. You must re-appeal if SAP standards are not met by the end of spring semester 2014.

Please indicate which term you are requesting for Financial Aid

Fall 2014____________  Spring 2015____________  Summer 2015___________  Other________________

Please read and sign the following statement:

I understand that I must comply with the academic plan outlined below in order to maintain eligibility for financial aid. I further understand that failure to meet the requirements will result in my becoming ineligible for additional financial aid assistance in future semesters until such time as I meet the conditions of the IU Northwest Academic Progress Policy. If my completion rate is below 67%, I understand that I must successfully complete 100% of coursework attempted for the upcoming 2014-2015 academic year.

______________________________________________________________
Student’s Signature       Date

To Be Completed by the Academic Advisor

Note: The IUN Satisfactory Academic Progress standard requires all students to maintain a 2.0 IU program (not cumulative) GPA and to complete 67% of all course work attempted (grades of W, F, X, and all count as attempted hours but do not count as completed hours). In addition, students may attempt no more than 150% of the total hours required for the degree.

☐ Student will be able to meet SAP by end of spring semester 2015 by attending (check one):
    ☐ Full-time (calculate required GPA on 24 earned hours by May 2015; mark the GPA below)
    ☐ Part-time (calculate required GPA on 12 earned hours by May 2015; mark the GPA below)

GPA needed to meet SAP within 1 year __________

NOTE: For students not enrolled fall semester, use one-half the earned hours to calculate GPA needed)

☐ Student will require more than 1 year to reach minimum SAP standards but will be on track to meet SAP within 2 years by achieving the GPA reported below during the 2014-2015 academic year.

GPA needed to meet SAP within 2 years __________

To Be Completed By Academic Advisor (Please Print):

What is this student’s current degree objective?   ______Certificate ______AS/AA ______BS/BA
How many hours are required (in total) for the current degree?   ____________
Remaining credit hours needed for graduation (in current program of study only)?   ______
Current Major: ____________________________ Expected Graduation Date:

Student will be able to meet SAP (2.0 GPA) by end of spring semester 2015 by attending (check one):
    ☐ Full-time (calculate required GPA on 24 earned hours by May 2015; mark the GPA below)
    ☐ Part-time (calculate required GPA on 12 earned hours by May 2015; mark the GPA below)

GPA needed to meet SAP within 1 year __________

NOTE: For students not enrolled fall semester, use one-half the earned hours to calculate GPA needed) OR

☐ Student will require more than 1 year to reach minimum SAP standards but will be on track to meet SAP within 2 years by achieving the GPA reported below during the 2014-2015 academic year.

• GPA needed to meet SAP within 2 years __________
Please list the courses in which the student plans to enroll for this academic year:

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<th>SUBJECT &amp; CATALOG # (i.e. ENG-W 131)</th>
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Advisors: Contact faidsap@iun.edu with additional comments

Advisor Name: __________________________ Email: __________________________
Department: ___________________________ Phone: __________________________