SATISFACTORY ACADEMIC PROGRESS
APPEAL FORM – Excessive Credit Hours
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 the student’s 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. Regularly monitor your e-mail account and
OneStart To Do 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 encouraged 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 and Scholarships 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 last day of the semester.
Satisfactory Academic Progress Plan for Too Many Hours 2014-2015

To Be Completed By Student (Please Print Legibly):

Name: ________________________________

IU Email: ________________________________

University ID: ________________________________

Phone: ________________________________

Please indicate which term you are requesting for Financial Aid

Fall 2014 ___________ Spring 2015 ___________ Summer 2015 ___________ Other ___________

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 of my academic plan 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. Because I am at or nearing the maximum number of hours for which I may receive financial aid, I understand that I must successfully complete 100% of coursework in which I enroll during the 2014-2015 academic year. I understand that eligibility for financial aid is a separate issue from eligibility to continue in my program.

Student’s Signature: ___________________________________________   Date ________________________________

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?   ____________

How many remaining credit hours are needed for graduation (in current program of study only)? ____________

Current Major: ________________________________ Expected Graduation Date: ________________________________

Student:    ___ has changed majors    ___ has transfer credit hours    ___ is seeking a 2nd degree

• If student has changed majors, has transfer credits, or is seeking a 2nd degree, how many current transcript credit hours do not apply to the current major/degree? ____ (This should include only hours that do not apply to the current degree due to the nature of the course and not because a student received a grade below the acceptable standards.)

• If the student’s current IU GPA is below 2.0, please calculate the GPA that will be needed in order for the student to meet SAP standards by end of spring semester, 2015: ______

Please list the courses in which the student plans to enroll for this academic year:

<table>
<thead>
<tr>
<th>TERM</th>
<th>SUBJECT &amp; CATALOG # (i.e. ENG-W 131)</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisor Name: ________________________________ Department: ________________________________

Email: ________________________________ Phone: ________________________________

Academic Advisor’s Signature: ___________________________________________   Date ________________________________

revised May, 2013