SATISFACTORY ACADEMIC PROGRESS
APPEAL FORM – COMPLETION RATE
Fall, 2015– Summer, 2016

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 7 business days after the SAP Appeals Committee meets to consider your appeal. 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 10 for fall, 2015, December 4 for spring, 2016, and April 15 for summer, 2016. 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.

Please indicate which term you are requesting for Financial Aid

Fall 2015 _________ Spring 2016 _________ Summer 2016 _________ Other _________

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 2016 by attending (check one):

☐ Full-time (calculate required GPA on 24 earned hours by May 2016; mark the GPA below)

☐ Part-time (calculate required GPA on 12 earned hours by May 2016; 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 2015-2016 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>TERM</th>
<th>SUBJECT &amp; CATALOG # (i.e. ENG-W 131)</th>
<th>CREDIT HOURS</th>
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Advisors: Contact faiidsp@iun.edu with additional comments

Advisor Name: ______________________________ Email: __________________________

Department: ______________________________ Phone: __________________________
Satisfactory Academic Progress Plan for Completion Rate 2015-2016

Please read and sign the following statement:
I understand that because my overall completion rate is below 67%, in order to maintain eligibility for financial aid I must complete 100% of all coursework attempted in the upcoming fall/spring semesters. I also understand that I must resolve any Incomplete grades on my transcript before the end of the academic year. Further, I 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.

STUDENT’S SIGNATURE

DATE

Academic Advisor’s statement: The student has met with me and understands the importance of completing all attempted credit hours and understands that all Incompletes must be resolved by the end of the academic year.

ACADEMIC ADVISOR’S SIGNATURE

DATE

Completion Rate, What Does It Mean?
All financial aid recipients must complete at least 67% of attempted hours in order to continue to qualify for financial aid. You may calculate your completion rate by counting all hours successfully completed at the end of spring semester 2014 and dividing that by the total of all hours attempted. Successful completion includes grades of A, B, C, D, P, R, and S. Unsuccessful completion includes grades of F, X, I, or W.

You will want to be sure you are in all the correct courses for each semester. If you do withdraw, be sure to do so within the first week of the term (during 100% refund). It is your responsibility to keep track of your completion rate percentage to ensure you are meeting the requirements of the SAP policy.

What Do I Do Next?
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