

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Name _____ ID# _____

Phone _____ Email Address _____

To appeal a denial status you must submit the following documentation to our office:

1. Write a letter explaining why you believe an exception to satisfactory academic progress (SAP) policy should be made in your situation. Your letter should provide a complete explanation of your circumstances, explaining what led to your failure to meet SAP standards and why you believe you will make satisfactory progress in the future. If you are pursuing a second degree, you should explain your rationale for the pursuit of a second degree.
2. Attach any appropriate supporting documentation that can help substantiate your letter of appeal. Supporting documentation may include letters from instructors, academic counselors, Dean of Students personnel, doctors, ministers, or others who are knowledgeable about your situation.
3. Meet with your academic advisor and work with them to complete the following academic plan (use back if necessary). Outline the courses you will be taking, and the term in which you will take each course through your anticipated graduation date.

Semester: _____
Year: _____

Semester: _____
Year: _____

Semester: _____
Year: _____

Course #	Credits	Course #	Credits	Course #	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Hours: _____ Total Hours: _____ Total Hours: _____

Anticipated Graduation Month/Year _____ College/School _____ Degree (AS, BS, MS, PhD, etc) _____

Number of Purdue and/or transfer credits on Purdue transcript that will NOT apply to major _____

Advisor Recommendations: _____

Advisor Name (printed) _____ Phone # _____

Signature of Advisor _____ Date _____

Signature of Student _____ Date _____

Return to Division of Financial Aid staff _____

