

Procedure for Satisfactory Academic Progress (SAP) Appeal for Financial Aid

- Schedule an appointment with an Assistant Dean (140 Thackeray Hall). Note: If you are **not** a student in the Dietrich School, you must schedule a meeting with an Assistant Dean in your home school.
- Complete the SAP Appeal Form (black or blue ink only). The form is available on the Student Records website, under the Forms section, or in 140 Thackeray Hall.
- Provide official documentation for the basis of your appeal (medical documentation, certification from a doctor, hospital receipts, obituaries, etc.). Appeals submitted without documentation will **not** be accepted.
- Attach a typed statement explaining in detail the extenuating circumstances that caused you to fail to meet SAP. Address all semesters with deficiencies, including withdrawals and non-passing grades that caused you to fall below 67% completion rate and/or a 2.0 cumulative GPA. Appeals submitted without the personal statement will **not** be accepted.
- Before meeting with the Assistant Dean, you **must** discuss with your academic advisor a plan to ensure your academic success should your financial aid be reinstated.
- Attach a signed letter (or an email) from your academic advisor detailing the plan. Appeals submitted without the advisor letter will **not** be accepted.

If the Assistant Dean signs the appeal, the Dean's Office will submit it to the Office of Admissions and Financial Aid for review.

Please note that the signature of the Assistant Dean does not guarantee that financial aid will be reinstated. The SAP Committee in the Office of Financial Aid reviews all appeals and makes the final decision.