



Satisfactory Academic Progress (SAP) Suspension Appeal Form

Students who do not meet Tulane's Satisfactory Academic Progress (SAP) requirements after their warning semester will be placed on SAP suspension and will lose eligibility for federal financial aid. A student may submit a SAP Appeal to request reconsideration if significant circumstances negatively affected their academic performance, such as a serious illness, injury, or death in the family. The appeal must explain the circumstances that occurred, identify which SAP requirement was not met, and describe what has changed that will allow the student to make satisfactory academic progress moving forward. Please note that submitting an appeal does not guarantee that financial aid eligibility will be reinstated. Appeals must be submitted by 5:00 PM on the Registrar's published "last day for a 25% tuition refund" for the applicable semester and must include the completed appeal form and any required supporting documentation.

To submit an appeal, complete this form (including initialing and signing where indicated), attach the required documentation, and submit it by the deadline to the Financial Aid Office. Appeals may be sent to Tulane University Financial Aid Office, Science & Engineering Complex, Building 14, Room 205, New Orleans, LA 70118, by fax (504-862-8750), or by email (finaid@tulane.edu).

Student Name: _____ Tulane ID: _____

Phone number: _____

Appeal Semester

Indicate the semester for which your appeal should be considered and for which you are requesting **federal financial aid eligibility to be reinstated for a probationary semester** (select one):

Summer, Year Fall, Year Spring, Year

1. Previous Appeal

Have you submitted a SAP appeal before?

No Yes (If yes, list the semester of your previous appeal: _____)

2. Academic Major: _____

3. Degree or Certificate Program: _____

4. Current Class Level

Freshman Sophomore Junior Senior 5th Year Senior Graduate Student

5. Remaining Credit Hours Needed to Complete Your Program: _____

6. Expected Graduation (Month and Year): _____

7. Reason for SAP Suspension

Please check the item(s) that apply:

My cumulative GPA is below the required minimum.

I have not completed at least two-thirds of the credit hours I attempted.

I earned zero credit hours during my most recent semester of enrollment.

I was academically dismissed.

My total attempted and transfer credit hours exceed 150% of the credits required for my degree.

If this applies, please attach an academic plan from your dean or academic advisor showing the courses needed to complete your degree and your expected graduation date.

8. Semester(s) When Academic Progress Was Unsatisfactory

Summer, Year Fall, Year Spring, Year

Appeal Statement and Documentation (Required)

A. Circumstances:

Describe the mitigating circumstances that affected your academic performance and caused you to fall below Tulane’s SAP requirements (for example, serious illness, injury, or death in the family). You must provide supporting documentation such as a doctor’s statement, obituary, or other relevant records. Your appeal should focus on the circumstances that impacted your academics and should not reference financial need as a reason for reinstating aid eligibility.

B. Resolution and Plan:

Explain what has changed and the steps you have taken to address these circumstances. Include the actions you have taken to improve your academic progress and your plan for future success.

Your name and Tulane student ID number must appear on each page of your statement and documentation.

1. Please read the following information carefully, and **initial next to each and every statement below.**

Initials	Statement
	<i>I understand that approval of this appeal may place me on a probationary semester and that I must meet all other financial aid requirements and deadlines to receive aid</i>
	<i>I understand it is my responsibility to check my Tulane email and my Gibson Portal regularly for updates regarding my financial aid and appeal status.</i>
	<i>If I enroll in classes before my appeal is reviewed and the appeal is denied, I remain responsible for all Tulane charges incurred.</i>
	<i>If my appeal is approved, I must meet SAP requirements this includes following the conditions of any academic plan provided in the approval notice.</i>
	<i>I understand that submitting an appeal does not guarantee that my federal financial aid eligibility will be reinstated.</i>
	<i>I understand that a decision is typically made within ten business days of the start of the semester or receipt of the appeal, whichever is later, and Tulane charges will <u>not</u> be deferred during the review.</i>
	<i>I confirm that I have read and understand the Satisfactory Academic Progress (SAP) regulations required by the U.S. Department of Education and implemented by Tulane University.</i>
	<i>I understand that incomplete appeals or appeals without documentation will not be reviewed.</i>
	<i>I understand that the decision of the SAP Appeal is final.</i>
	<i>I understand that I am responsible for paying my tuition and fees on time, regardless of the status of my appeal, and that failure to do so may result in late fees or dropped classes.</i>

2. Certification

By initialing and signing this form, I confirm that I have read and understand the information above and that the information provided in this appeal and all supporting documentation is **true and accurate**. I understand that **all submitted documents must include my name and Tulane student ID number on each page.**

My Signature

TU ID#

Date

Tulane University provides financial assistance to all eligible students regardless of race, color, national origin, sex, age, or disability. If you need accommodations or language assistance, please contact our office at 504.865.5723.

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