TULANE UNIVERSITY

OFFICE OF FINANCIAL AID
Gibson Hall, Suite 130 | 6823 St. Charles Avenue | New Orleans, LA 70118

Satisfactory Academic Progress (SAP) Suspension Appeal Form

Students who do not meet Tulane University's Satisfactory Academic Progress (SAP) standards after a financial aid warning semester are placed on SAP suspension and are not eligible for federal student aid. A student may appeal when significant, documented mitigating circumstances directly affected academic performance, such as a serious illness or injury, the death of a relative, or another substantial circumstance beyond the student's control.

A complete appeal must explain: (1) the circumstances and when they occurred; (2) the SAP standard(s) not met; and (3) what has changed and the specific steps you will take to make satisfactory academic progress. Submitting an appeal does not guarantee approval or reinstatement of aid.

DEADLINE: Submit a complete appeal by 5:00 p.m. on the Registrar's published "last day for a 25% tuition refund" for the semester of the appeal. Appeals submitted after the deadline may not be considered for that term.

HOW TO SUBMIT

Preferred - Secure Upload	**Mail or Deliver**
Upload the signed form and supporting documents as a single, one-sided PDF through the Financial Aid Forms/Documents portal: financialaid.tulane.edu/forms	Financial Aid Gibson Hall, Suite 130 6823 St. Charles Avenue New Orleans, LA 70118
Fax (504) 862-8750	**Questions** finaid@tulane.edu | (504) 865-5723

Important: Place your name and Tulane ID on every page of your written statement and supporting documentation.

Student Name:	**Tulane ID:**
Phone Number:	**Tulane Email:**

1 Appeal Semester

Select the semester/year for which you are requesting reinstatement of federal student aid for a probationary semester:

☐ Summer Year: _____ ☐ Fall Year: _____ ☐ Spring Year: _____

2 Previous Appeal and Academic Information

Have you submitted a SAP appeal before? ☐ No ☐ Yes	**If yes, previous appeal semester/year:**
Academic Major:	**Degree/Certificate Program:**
Current Class Level: ☐ Freshman ☐ Sophomore ☐ Junior	☐ Senior ☐ 5th-Year Senior ☐ Graduate
Remaining Credit Hours:	**Expected Graduation (Month/Year):**

3 Reason for SAP Suspension

Check all SAP standards that apply:

☐ My cumulative GPA is below the required minimum and/or I am not in satisfactory academic standing.
☐ My completion rate is below two-thirds (67%) of attempted credit hours.
☐ I earned zero credit hours during my most recent semester of enrollment.
☐ I was academically dismissed.
☐ My attempted and accepted transfer credits exceed 150% of the credits required for my primary degree or certificate.
Required: Attach an academic plan from your dean or academic advisor listing the remaining courses and expected graduation date.

4 Semester(s) When Academic Progress Was Unsatisfactory

☐ Summer Year(s): _____ ☐ Fall Year(s): _____ ☐ Spring Year(s): _____

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Required Written Statement and Supporting Documentation

A. Circumstances and Academic Impact

Describe the significant mitigating circumstance(s), the dates or time period involved, and how the circumstance(s) directly affected your ability to meet Tulane's SAP standards. Your appeal must focus on the academic impact and may not use financial need as the reason for reinstating aid. Attach appropriate third-party documentation, such as medical documentation, a death notice or obituary, legal records, or other relevant evidence.

B. Resolution and Academic Success Plan

Explain what has changed, the actions you have already taken to address the circumstance(s), and the specific strategies, resources, and academic plan you will use to make satisfactory academic progress moving forward.

Attach your written statement and documentation. Your name and Tulane ID must appear on every page.

Student Acknowledgments - Initial Every Statement

Initials	Statement
	Approval may place me on financial aid probation for one semester. I must meet all other federal student aid eligibility requirements and deadlines.
	I am responsible for checking my Tulane email and Gibson Online regularly for updates about my appeal and financial aid status.
	If I enroll before my appeal is decided and the appeal is denied, I remain responsible for all Tulane charges incurred.
	If my appeal is approved, I must satisfy the conditions in my approval notice, including any required academic plan/ terms of approval
	Submitting an appeal does not guarantee that my federal student aid eligibility will be reinstated.
	A decision is generally issued within 10 business days after the semester begins or after a complete appeal is received, whichever is later. Tulane charges are not deferred during the review.
	I have reviewed and understand Tulane University's Satisfactory Academic Progress policy and the federal requirements it implements.
	Incomplete appeals or appeals without required supporting documentation will not be reviewed.
	The decision on my SAP appeal is final for the semester for which I am appealing.
	I am responsible for paying tuition and fees by published deadlines regardless of my appeal status; failure to pay may result in late fees or dropped classes.

Certification

By signing below, I certify that I have read and understand this form and that the information and supporting documentation submitted with my appeal are true and accurate. I understand that my name and Tulane ID must appear on every page of my appeal materials.

_____	_____	_____
Student Signature	*Tulane ID*	*Date*

Tulane University provides financial assistance to all eligible students regardless of race, color, national origin, sex, age, or disability. For accommodation or language assistance, contact Financial Aid at (504) 865-5723. Satisfactory Academic Progress requirements are based on federal regulations and Tulane University policy and may be revised as regulations or institutional requirements change.

Rev. 07/17/2026