



## Satisfactory Academic Progress (SAP) Suspension Appeal Form

### Financial Aid Office

**Purpose:** Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the conclusion of their Warning Semester are considered to be in a SAP suspension status, under which Federal student aid eligibility is lost. Such a student may appeal this determination to the SAP Appeals Committee of the Financial Aid Office by completing a SAP Suspension Appeal Form which, if approved, would result in a probationary semester of federal aid eligibility. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance (for example, serious illness or injury of the student, or death of a relative). In the SAP Appeal, a student is also expected to demonstrate an understanding of what SAP measure/s were failed and what has changed that will allow the student to meet SAP at the next SAP evaluation. Please note that merely filing a SAP appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied.

**Deadline:** The deadline for submission of a SAP appeal is by 5PM on the Tulane Registrar's published "last day for 25% tuition refund" date for the specific semester with which the appeal is associated. Submit the appeal to your Tulane Financial Aid Office

**Instructions:** Complete this form (including initialing and signing where indicated and attaching the required documentation) and submit it by the deadline to your financial aid office. Please include student identifying information on all documents. We strongly encourage documents be submitted (PDF only) via our secure upload portal <https://finaidforms.tulane.edu/Home/Account/Login>. Alternatively, email documents (must be password-protected) to [FADOCs@tulane.edu](mailto:FADOCs@tulane.edu) or mail to: Tulane University Financial Aid, Gibson Hall, Suite #130, Tulane University #1320, 6823 St. Charles Avenue, New Orleans, LA 70118.

1. Tulane ID: \_\_\_\_\_

2. Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

3. Telephone number \_\_\_\_\_ E-Mail address \_\_\_\_\_

4. Indicate the semester for which the appeal is to be considered and for which you are requesting federal student aid eligibility to be reinstated in a Probationary Semester (please select only one):

Summer, Year \_\_\_\_\_  Fall, Year \_\_\_\_\_  Spring, Year \_\_\_\_\_

5. Have you ever filed an appeal before?  No  Yes (if yes, indicate the semester of the previous appeal \_\_\_\_\_)

6. Your academic major: \_\_\_\_\_

7. Your degree (or certificate) description: \_\_\_\_\_

8. Check your current class:  Freshman  Sophomore  Junior  Senior  5th year Senior  Graduate Student

9. Number of credit hours yet to be earned to complete your degree (or certificate): \_\_\_\_\_

10. Expected month and year of your graduation: \_\_\_\_\_

11. Check the component/s causing your satisfactory academic progress suspension:

- My cumulative grade point average (GPA) is below the required level.
- I have not earned at least two-thirds of my total credit hours attempted.
- I did not earn more than zero credit hours for my semester of enrollment.
- I was academically dismissed.
- My cumulative attempted plus transfer credit hours are 150% or more than the published number of credit hours required to complete my degree. **If this is the case, also attach an academic projection from your dean or academic advisor showing what you must complete to receive your degree, & the expected date of your graduation.**

12. Check the semester/s during which your academic progress was unsatisfactory:

Summer, Year \_\_\_\_\_  Fall, Year \_\_\_\_\_  Spring, Year \_\_\_\_\_

### 13. IMPORTANT: ATTACH Your Appeal Details and Documentation, Covering A & B

**A. Describe in detail the mitigating circumstances and how they impacted your academic performance. You must attach documentation to support your claim. Be sure that your name and student identification number is on the top of each page you submit. Provide a legible, detailed explanation** of your special, unusual, and/or extenuating circumstances that contributed to and/or caused you to fall below the minimum academic requirements specified in Tulane’s SAP guidelines. Also attach appropriate supporting documentation (i.e., doctor’s statement, obituary, etc.). Your appeal should not reference your financial need as a rationale for the reinstatement of your academic eligibility for federal student aid.

**B. Describe in detail what steps you have taken to attempt to remove the circumstances and whether the circumstances have, in fact, been removed. Be sure that your name and student identification number is on the top of each page you submit. Provide a legible statement** briefly explaining the steps you have taken to correct the problems that have prevented you from making satisfactory academic progress and your plan of action for future success. Detail what has now changed, or the steps you have taken, that would now result in you maintaining satisfactory academic progress in the future.

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

Initials	Statement
	If this appeal is approved to receive a probationary semester from SAP, I understand I will not receive federal student aid unless I complete all other requirements to receive the aid, within all deadlines for doing so.
	It is my responsibility to check the status of my financial aid often through Tulane Gibson Online. The status of my appeal may be updated through Gibson Online. I understand a decision notice may be sent by mail and/or e-mail.
	If I enroll for classes before the Committee reviews my appeal and my appeal is subsequently denied, I understand I am nevertheless responsible for Tulane charges incurred.
	I understand if this appeal is approved, I will be expected to make academic progress in the semester for which my appeal has been approved or meet the conditions of any probationary Academic Plan listed in the letter of approval.
	I understand my appeal may be denied, that my submission of an appeal does not guarantee that my federal student financial aid eligibility will be reinstated.
	Notification of the Committee’s decision should take place within ten business days of the beginning of the semester for which appeal is made, or ten business days from the receipt of the appeal in the Tulane University Financial Aid Office, whichever is later, and no deferment of Tulane charges will be granted during this review.
	I have read the Tulane Satisfactory Academic Progress Policy.
	I am submitting a complete SAP Suspension Appeal Form, and I understand that the Committee will not review a Form that is incomplete or lacks appropriate documentation.
	I understand that the decision of the Satisfactory Academic Progress Appeals Committee is final.
	I understand I am responsible for paying my tuition in full and on time, regardless of my financial aid status or the status of this appeal form. I understand failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time. I am also responsible for getting my classes reinstated. I understand it is my responsibility to be aware of all Tulane deadlines.

15. Certification: My initials and signature on the form certify that I have read and understand all the information, and that I agree to the appeal process stated above. I certify all information included in and with this appeal is true and correct. Reminder: any and all accompanying documentation to this appeal must contain your name and Tulane ID number on each sheet.

My TulaneID: \_\_\_\_\_.

\_\_\_\_\_  
My Signature

\_\_\_\_\_  
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.

# Tulane University Satisfactory Academic Progress (SAP) Policy (as of February 2013)

Students receiving Federal student financial aid must maintain Satisfactory Academic Progress (SAP) at Tulane in order to remain eligible for Federal aid consideration. All students who receive federal financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each semester as demonstration that they are making satisfactory academic progress. The Financial Aid Office evaluates SAP after the completion of each semester (Fall, Spring, and/or Summer). Federal regulations require that the standards applied to students receiving financial aid also apply during periods when a student is not receiving federal financial aid. **All semesters of enrollment must be considered in SAP (even summer, and even when a student is not receiving federal financial aid).**

Satisfactory Academic Progress (SAP) tests three components:

1. A qualitative component: grade point average and/or academic standing
2. An incremental quantitative component: completion rate of credit hours earned versus attempted
3. An overall quantitative component: maximum time for the completion of a student's academic program

## Evaluation Criteria

Courses with grades of "W" (withdrawn), "I" (incomplete), "WF" (withdrawn with failure), "UW" (unofficial withdrawal), "U" (unsatisfactory), "XX" (ungraded), and/or "F" (failed) are counted as courses attempted but not earned and count toward the maximum time frame. Any courses dropped after the published "Last Day to Register/Add" deadline (as per the Tulane Registrar's academic calendar) are also counted as per federal regulation as courses attempted during the semester. Transfer credit hours (accepted for the student's academic program or degree) are counted as credit hours attempted when measuring the maximum time frame to complete the degree or certificate program and establishing benchmark points for the qualitative standard, but do not impact the grade point average tested. When a student commences enrollment and yet earns zero credit hours (including cases where the Tulane Financial Aid Office is able to identify that attempted hours have been removed after the commencement of the semester from the student's academic transcript), the student will be identified as having attempted hours contained in the semester.

Guidelines for repeated coursework, if allowed, remedial coursework, if required, and/or English as a Second Language (ESL) coursework, if offered, are specified in the catalog of each academic division. Satisfactory Academic Progress status will include repeated, remedial, and ESL coursework, unless determined otherwise by the Tulane Satisfactory Academic Progress Appeals Committee. Courses graded solely on a Pass/Fail basis that are accepted toward the academic program are included when measuring academic progress. Audited courses count as unearned credit hours in the evaluation of the qualitative and quantitative standards. Both qualitative and quantitative standards begin anew for students switching academic levels (such as seeking a graduate or professional degree after completing an undergraduate degree). Dissertation, dissertation research, and practicum courses which are recognized by Tulane as being "full-time" status are counted as enrollment equivalent of a nine-credit hour course.

The Tulane Financial Aid Office will often attempt to automatically adjust a student's Satisfactory Academic Progress status when grades are changed or finally reported, however re-evaluation adjustments may not always occur automatically and therefore students should make a special request to the Tulane Financial Aid Office for a re-evaluation of their SAP when there is a change or submission of grades. In such cases, grades must be reflected on Tulane's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of "I" incomplete or "XX" ungraded that has now been assigned a traditional letter grade), a student is responsible for notifying the Tulane Financial Aid Office of such a change and requesting a review of their Satisfactory Academic Progress evaluation. Note that such a review is not considered an appeal, and may not always result in eligibility for federal student aid (for example, if a processing deadline has passed).

## Three SAP Standards

### 1. Qualitative Grade Point Average and Academic Standing:

Students academically dismissed from their academic program are automatically recognized as failing to meet Tulane's Satisfactory Academic Progress standards and are no longer recognized as pursuing a credential eligible for financial aid. A GPA is not calculated for the MD program, and a null or zero GPA for an MD student is acceptable. Otherwise, as a student progresses through their academic program, his or her cumulative GPA must meet the following benchmarks:

- If aggregate attempted and transferred credit hours is less than 30, and the midpoint of the academic program has not yet been reached, then the cumulative GPA must be at least 1.75;
- If aggregate attempted and transferred credit hours is greater than 30 and less than 48, and the midpoint of the academic program has not yet been reached, then the cumulative GPA must be at least 1.85;
- If aggregate attempted and transferred credit hours is 48 or more (or the midpoint of the academic program has been reached), then the cumulative GPA must be at least 2.00. A student's cumulative grade point average (GPA) must be at least 2.00 (or the equivalent) at the midpoint of their academic program. The midpoint of an academic program is defined as 48 credit hours OR one-half of the

necessary completed credit hours as stipulated in the catalog of the respective academic division, whichever is less. Every attempted and transferred credit hour counts towards the midpoint measurement.

### **2. Quantitative Completion Rate:**

A student must successfully earn at least two-thirds of attempted credit hours overall; in addition, a student who enrolled must earn more than zero hours for a semester which contains attempted hours (or contained hours identified as having been attempted).

### **3. Quantitative Maximum Time Frame:**

A student's maximum time frame for completion of their academic program must not exceed 150% of the primary program length specified in the catalog of each academic division. This means that a student's attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree or certificate. The maximum time frame is not increased for dual-degree or combined degree candidates, but rather is always based on the program length associated with a student's primary academic program (however, a student may appeal SAP suspension based on their pursuing dual-degree or combined degrees).

## **Automatic Warning Semester**

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified through the Tulane University Gibson Online student self-service portal and allowed one automatic Warning Semester associated with their next semester of enrollment to restore their satisfactory academic progress standing unless they have been academically dismissed. During the Warning Semester a student will be awarded Federal financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive consecutive Warning Semesters of Federal aid. A Warning Semester assignment is not contingent on the student's application for federal student aid.

## **Appeal for Probationary Semester\***

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the conclusion of their Warning Semester are considered to be in a SAP suspension status, under which Federal student aid eligibility is lost. A student who is denied Federal aid because of a failure to meet SAP standards after the Warning Semester has concluded may appeal this determination to the Satisfactory Academic Progress Appeals Committee of the Financial Aid Office by completing a Satisfactory Academic Progress Suspension Appeal Form.\* An appeal must be based on significant mitigating circumstances that seriously impacted academic performance (for example, serious illness or injury of the student, or death of a relative). In the SAP Appeal, a student is expected to demonstrate an understanding of what SAP measure/s were failed and what has changed that will allow the student to meet SAP at the next SAP evaluation. Please note that merely filing a SAP appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied.

If an appeal for a probationary semester is denied by the Committee, the student will be notified\*\* and the decision is final for that semester. The student may re-establish eligibility to be considered for federal aid for a subsequent semester by taking action that brings him or her into compliance with the qualitative and quantitative components of Tulane's SAP standard. Subsequent appeals will be automatically denied until the student has earned at least six more Tulane GPA/quality hours than the total earned when the prior SAP Appeal was denied by the Committee.

If a student's appeal is approved by the Committee, the student will be notified\*\* and given a probationary semester. For the probationary semester, the student will be considered academically eligible for federal aid for which the student has applied and is otherwise eligible.

Once a probationary semester has concluded, the student may re-establish eligibility to be considered for federal aid for their next semester of enrollment ONLY by either 1) taking action that brings him or her into compliance with the qualitative and quantitative components of Tulane's SAP standard OR 2) demonstrating in a timely fashion the meeting of the specific academic plan and standards for a Probationary Semester as established by the Appeals Committee.

A student who has met neither of the above conditions may appeal the determination of SAP suspension to the Satisfactory Academic Progress Appeals Committee, but such an appeal will be automatically denied until the student has earned at least six more Tulane GPA/quality hours than the total earned by the conclusion of the probationary semester.\*

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*\*In some cases, a SAP appeal will be denied automatically without going to the SAP Appeal Committee. For example, a SAP appeal must be completed by the deadline; otherwise, the appeal will be automatically denied. The deadline for submission of a SAP appeal to the student's Tulane Financial Aid Office is by 5PM on the Tulane Registrar's published "last day for 25% tuition refund" date for the specific semester with which the appeal is associated. Even a timely SAP appeal for academic dismissal will be automatically denied unless documentation of a reversal of the academic dismissal is provided.*

*\*\*Notification of the Committee's decision should take place within ten business days of the beginning of the semester for which appeal is made, or ten business days from the receipt of the appeal in the Tulane University Financial Aid Office, whichever is later.*