



SMU

*Office of Graduate Financial Aid
Satisfactory Academic Progress Appeal*

Dear Student,

Based on the academic progress standards set forth by the University for students enrolled in your program, we have determined that you are not making Satisfactory Academic Progress (SAP) due to one or more of the following reasons:

- Cumulative **GPA** at the end of the each term is **below 2.000** or less than the GPA required by your program of record
- Cumulative hours **completed** is less than 60% of hours **attempted**.
- Exceeded the maximum number of hours or terms allowed to complete your specific program of study.

Per Federal Regulations, schools are prohibited from awarding financial aid to students who do not meet these requirements. In order to regain eligibility, you must submit the following items to your Financial Aid Advisor.

- **Completed Satisfactory Academic Progress Appeal form including Academic Plan worksheet.** (see next page)
- **Personal written statement.** (detailed instructions on the following page)

Documents may be submitted in person or through your SMU email account only. Do not use third party email accounts as SMU will not be able to validate your signature

If this appeal is approved, you will be awarded with a probationary status and your financial aid will be authorized for the current term only. Your progress will be reviewed at the end of the probationary term to evaluate your performance. If your cumulative GPA remains below 2.000 or the standard set by your program and/or you have not completed at least 60% of the hours attempted in that term, you will be contacted by your Financial Aid Advisor to discuss your options at that point

If you have any questions, please contact the Division of Enrollment Services at 214-768-3417 or contact your financial aid advisor.



SMUSM

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Student Name _____ Student ID Number _____

Federal and Institutional Regulations prohibit institutions from awarding aid due to your current academic status.

In order to successfully appeal this regulation, you must

1. **Submit a formal letter or statement of academic progress** to your Financial Aid Advisor. **Your letter must address the following.**
 - a. Circumstances or reason why you have been unable to meet the minimum requirement(s) for Satisfactory Academic Progress as stated on page one.
 - b. An Academic Plan explaining how you plans to once again meet these minimum requirements. .
 - c. If you have exceeded the maximum number of hours for program completion, please justify the need for the additional hours. Please clarify if the additional hours/terms are related to doctoral research, thesis work, or clinical requirements. Make sure to include your anticipated graduation date/term.
2. **Meet with your Academic Advisor** to review your letter of explanation and to approve your proposed academic plan. **The Academic Advisor's Statement below must be signed by your Advisor!!!**
3. **Submit both documents to your Financial Aid Advisor.** Documents may be delivered in person or through SMU email only. If you would like to submit your personal statement via email, make sure to attach a scanned copy of the signed Academic Plan and the Advisor's Statement and submit through your SMU email account only. *

All documents (personal statement, academic advisor statement, and academic plan) must be submitted together at the same time. Otherwise, each document will be rejected as incomplete. Upon receipt of these documents, your awarding status will be re-evaluated. If you are awarded for an additional semester, please see your FA Adviser at the completion of the term.

ACADEMIC ADVISOR'S STATEMENT

I have reviewed the above named student's academic record and plans for improvement. I understand that according to Financial Aid Policy, the student is not making Satisfactory Academic Progress OR has exceeded the maximum number of hours required to complete the program of study and is, therefore, at risk of losing all eligibility for financial aid funds. I have reviewed and approved the attached academic plan based on the following:

Number of hours required to complete the academic program _____

Number of hours remaining to complete the program _____

Does this academic program require Doctoral Research, Thesis work, or Clinical Requirements? Yes / No
Number of terms that the student will be completing Doctoral Research, Thesis, or Clinical requirements? _____

What is the student's expected graduation date ____/____/____.

Academic Advisor's Signature: _____ Date: _____