

Troy University
Satisfactory Academic Progress (SAP) Reinstatement Request
Call 1-800-414-5756 for questions
PLEASE ALLOW A MINIMUM OF 5-7 BUSINESS DAYS FOR PROCESSING.



Instructions: Complete this form, then print using the print button . You must also submit a written statement explaining how mitigating circumstances caused you to fail satisfactory academic progress and what has changed that will now allow you to meet Satisfactory Academic Progress. You must provide original supporting documentation of the mitigating circumstances. **Submission of this appeal does not guarantee approval. If you enroll in classes before your appeal is reviewed, you are responsible for payment of tuition and other education expenses out-of-pocket.**

Examples of mitigating circumstances and documentation include:

- *Death - Must submit an original death certificate.*
- *Auto accident- Must submit original police report and/or letter from a physician on official letterhead.*
- *Medical illness/hospitalization- Must submit a letter from physician on official letterhead explaining illness and length of treatment that kept you from attending classes.*

Name _____ Student ID Number _____
 First Middle Last

Date of Birth _____ Home Phone _____

Email _____

Address _____
 Street/P.O. Box City State Zip

1) Appeal Decision

- If your appeal is GRANTED, you will be on Financial Aid Probation and awarded for one term/semester. At the conclusion of the term/semester, if the student meets the standards of Satisfactory Academic Progress, the student will be eligible for financial aid reinstatement. If the student fails to meet overall Satisfactory Academic Progress at the end of the probation, the student's academic performance for the term/semester will be evaluated against the student's Financial Aid Probationary Academic Plan. The Financial Aid Probationary Academic Plan requires that the student:
 - Must be at least half-time and have completed 100% of those classes for credit
 - Must have a grade point average of 2.0 for undergraduate students or 3.0 for graduate students
 - Must not withdraw, drop, or have an incomplete during the probationary term/semester
- If you do not meet the above requirements, you will be ineligible to receive financial aid until you meet the satisfactory academic progress standards. No additional appeals will be accepted for failing to meet the Financial Aid Probationary plan. Also, the student is responsible for their bill for classes and other charges.
- The student is responsible to contact the financial aid office after the grades are transcribed by the records office for the probationary term/semester to request a SAP reevaluation for eligibility for financial aid for the next term/semester. Due to time requirements for the records office to add the grades to the transcript, the student will not be able to apply for book vouchers and should be prepared to purchase their books for the subsequent term/semester.
- If your appeal is DENIED, the decision of the appeal committee is final. If the student is enrolled in classes during the appeal and is denied, they are financially responsible for the payments for the classes.

By signing below, you acknowledge that you have read and understood the information above. This form must be signed before your appeal will be considered.

Student's Signature _____ Date _____

2) Submit this form, your written letter and original documentation to:

Troy University
Financial Aid Office
134 Adams Administration Bldg.
Troy, AL 36082