

BUTLER UNIVERSITY

Office of Financial Aid

Satisfactory Academic Progress Appeal Form

Name _____ ID _____

Part 1: There are four categories to appeal for reinstatement of financial assistance. Please select one or all that apply to you, follow the instructions and sign at the bottom of the form.

Part 2: Explain your situation and how it prevented you from making Satisfactory Academic Progress (SAP).

Part 3: A plan of action for improvement (to be completed by those without a required Education Plan).

Part 4: If you will be unable to meet the SAP standards in the following term you will need to complete an Educational Plan with the Butler University's Learning Resource Center. A copy of the Education Plan needs to be submitted with your appeal.

Part 1:

_____ Category A: *Death in the Immediate Family.* (parent, spouse, sibling, dependent child). Please attach a photocopy of the death certificate, and proceed to Parts 2 and 3 **or** 4.

Name of Deceased _____

Date of Death _____

Relationship to you _____

_____ Category B: *Illness or Injury.* You (the student), your spouse, or your dependent children were injured or ill for an extended period of time. Please attach a copy of a statement from your physician, and proceed to Parts 2 and 3 **or** 4.

Nature of Illness/Injury _____

Date(s) of Illness/Injury _____

Name of Physician _____

_____ Category C: *Change in Academic Program.* You have changed academic programs and as a result will exceed the maximum allowable semester credit hour aspect of the satisfactory academic progress standard for financial aid eligibility. Attach documentation (transcript) and describe a plan for completing the new program specifying remaining credits and courses, and the date you anticipate completing the program.

_____ Category D: *Mitigating Circumstances.* You (the student) experienced some unusual circumstance not applicable to categories A, B, or C. Complete the below and proceed to Parts 2 and 3 **or** 4.

Dates in which the circumstance(s) occurred: _____

Part 2: Please use this space to further explain your situation and how it prevented you from meeting the SAP standards.

Part 3: Plan of Action - Please explain what you have done to resolve the problems that prevented you from making satisfactory progress. Be very specific. Be sure to include a plan of action for the upcoming semester(s). The Appeals Committee must have sufficient reason to believe that you will be able to make satisfactory progress in the future.

Part 4: (if required) Attach Education Plan from Butler University Learning Resource Center.

I hereby attest that the statements appearing on both pages are accurate and truthful.

Signature _____ Date _____