

**TROY UNIVERSITY - 001047**  
**Satisfactory Academic Progress (SAP) Reinstatement Request**  
**Form for Continued Financial Assistance**  
**Call 800-414-5756 for questions**

**Personal Information**

Name \_\_\_\_\_  
                    First  Middle  Maiden  Last

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Troy University provided Email \_\_\_\_\_

Other Email \_\_\_\_\_

Address \_\_\_\_\_  
                    Street/P.O. Box  City  State  Zip

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

- 1) I would like to receive my response at my e-mail address \_\_\_\_\_ or my physical address \_\_\_\_\_. We are unable to share the decision with parents or others.
  
- 2) I am appealing because (please check):
  - a. GPA below the required overall 2.0 for an undergraduate student or GPA below the required overall 3.0 for a graduate student.
  - b. Completion rate is below the required 80% for all hours attempted, including failures, repeated and dropped courses, withdrawals, and incompletes.
  - c. Second degree at a level which I have already completed (AS, BS, MS, etc.) or a degree level lower than the one I hold and the maximum time frame is 100% of the normal time frame less any transfer credits.
  
- 3) Please state in writing the basis for your appeal. Include a copy of your current Troy academic transcript and supporting documentation. Examples of documentation include: death of a loved one - copy of the death certificate or the obituary, auto accident - copy of police report and/or note from a physician, loss of job - termination papers, and illness - note from your physician.
  
- 4) Appeals are specific to an application period; if appealing for summer, you must complete a separate appeal for the approaching Fall.
  
- 5) Return this form, your letter of appeal, and all documentation to one of the following:

Troy University Troy Campus or	Troy University Dothan Campus or	Troy University Montgomery Campus
Financial Aid Office	Financial Aid Office	Financial Aid Office
134 Adams Admin. Bldg.	P.O. Box 8368	P.O. Drawer 4419
Troy, AL 36082	Dothan, AL 36304	Montgomery, AL 36103
  
- 6) The professional financial aid staff will review your appeal and respond to you in writing.