

**Troy University**  
**Satisfactory Academic Progress (SAP) Reinstatement Request**  
**Call 1-800-414-5756 for questions**  
**PLEASE ALLOW A MINIMUM OF 2-3 WEEKS FOR PROCESSING.**



**Instructions:** Complete this form online, then print using the print button . You must also submit a written statement explaining how mitigating circumstances caused you to fail satisfactory academic progress & what has changed that will now allow you to meet Satisfactory Academic Progress; and you must provide original supporting documentation of the mitigating circumstances and a copy of your current Troy University academic transcript or your appeal will not be considered. All documentation submitted must be original documents; faxed or photocopied appeals will be denied automatically. All letters written on your behalf must be notarized and be on official letterhead. **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 (No Photocopies or Faxes) include:

- *Death in your immediate family (parent, grandparent, sibling, spouse, or children) only; aunts, uncles, nieces, nephews, cousins or friends will not be considered. Must submit an original death certificate; an obituary is not acceptable. (no photocopies or faxes)*
- *Auto accident- Must submit original police report and/or letter from a physician on official letterhead (no photocopies or faxes).*
- *Medical illness/hospitalization- Must submit a letter from physician on official letterhead (no photocopies or faxes) explaining illness and length of treatment that kept you from attending classes.*

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
                    First                    Middle                    Last

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_

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

1) Appeal Decision

- 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.
- 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 of at least "C" in each class for undergraduate students or "B" in each class 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.

**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) Mail this form, your written statement, original documentation and transcript to:

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