

## 2023-2024 Satisfactory Academic Progress Appeal

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Per Federal Regulation, schools are required to perform an annual review of academic progression to ensure that each student who receives federal or state financial aid is academically progressing at a satisfactory rate. SMU has also adopted these minimum standards for all institutional need-based aid programs.

Academic records indicate that, as of the end of the spring term, you have not met one or more of the requirements for satisfactory academic progress as listed below. As a result, you no longer qualify to receive federal, state, or institutional based financial aid funds as mandated by the U.S. Department of Education. To regain eligibility, your academic performance must meet the following minimum requirements.

The minimum standards of measurement for evaluating satisfactory academic progress (SAP) are as follows.

### Requirements for Undergraduate Students:

- Must successfully complete at least 75% of hours attempted.
- Must successfully complete a program of study in **no more than twelve terms**. (Transfer students must complete in no more than five terms)
- Maintain a minimum cumulative SMU **grade point average (GPA)** of **2.000** for Federal, State, and SMU Institutional aid programs. SMU Merit-based scholarship programs each have cumulative GPA requirements that may exceed the 2.000 minimum. Please check with your Financial Aid Advisor if you are unsure of the GPA requirement for your specific scholarship.

### Requirements for Graduate Students:

- Must successfully complete at least 60% of hours attempted.
- Earned hours **cannot exceed 150% of the hours required** by the program of study.
- Maintain a minimum cumulative SMU **grade point average (GPA)** of **2.000** for Federal, State, and SMU Institutional aid programs. (SMU Merit-based scholarship programs each have cumulative GPA requirements that may exceed the 2.000 minimum. Please check with the Academic department for your specific program of study if you are unsure of the GPA requirement for your specific scholarship.

If you have experienced unusual events or issues such as health or medical problems, the death of a family member, or other extenuating circumstances that may have inhibited your academic performance, we recommended that you submit an appeal for an extension of eligibility. If approved, you will be granted one term of financial aid eligibility, on a probationary basis, to improve your academic performance. At the end of the probationary term, your progress will be reviewed for improvement.

The following pages provide information on the appeal process and what you can expect if you choose to appeal. Additional information on satisfactory academic performance can be found on the following website.

<http://www.smu.edu/EnrollmentServices/FinancialAid/TypesOfAid/SatisfactoryAcademicProgressRequirements>

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The following information will guide you through the appeal process. Please read and follow these Instructions closely.

1. **Schedule a consultation and academic evaluation by your Academic Advisor:** Your Academic Advisor must approve a formal academic plan for improvement. The Academic Advisor 's statement and academic plan form is included in this packet for your convenience.
2. **Submit the following items to a Financial Aid Advisor for review.** Your formal appeal must include the following items.
  - A written personal statement of appeal explaining the circumstances that prevented you from maintaining satisfactory academic progress.
  - Your plan for effectively improving your academic performance to meet the minimum requirements for satisfactory academic progress.
  - The Academic Advisor's Statement and formal academic plan as described above.
3. All documents (the personal statement, Academic Advisor's Statement, and formal academic plan) must be submitted at the same time and will be reviewed by a formal appeals committee comprised of various SMU faculty, staff, and/or administrators. The appeals committee meets on a weekly basis during peak processing periods and every other week during non-peak.
4. Appeal documents can be submitted by:
  - **Email:** Attach all documents to an email and send to [UGFinaid@smu.edu](mailto:UGFinaid@smu.edu)
  - **In person:** Drop off at the Student Financial Services help desk located on the first floor of the Blanton Student Services Building.
  - Fax #: 214-768-3878
  - **USPS address:**
    - Division of Enrollment Services
    - Student Financial Services
    - P.O. Box 750181
    - Dallas, TX 75275

A final decision will be rendered typically within two weeks of the submission date and a notification will be sent to the SMU email address.

As always, the Student Financial Services team of financial aid advisors are available to answer questions and guide you through the SAP appeal process. Feel free to give us a call or stop by.

Sincerely,  
Division of Enrollment Services  
Student Financial Services

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Student Name \_\_\_\_\_ SMU ID Number \_\_\_\_\_

I am submitting this satisfactory academic progress appeal for consideration. This appeal is applicable to the following term(s).

Summer 2023 \_\_\_\_\_ Fall 2024 \_\_\_\_\_ Spring 2024 \_\_\_\_\_ (check all that apply)

### STUDENT'S WRITTEN PERSONAL STATEMENT OF EXPLANATION

(Please Insert personal statement of explanation here or if additional space is needed, you may attach a separate document to this form. )

### ACADEMIC ADVISOR'S STATEMENT

According to Federal, State, and SMU requirements, this student is not making Satisfactory Academic Progress which has impacted his/her eligibility to receive federal, state, and institutional based financial assistance. I understand that my advisee must meet the minimum requirements for satisfactory academic progress to maintain eligibility for Financial Aid and failure to meet these requirements will result in the loss of eligibility. I have reviewed and approve of the following academic plan for improvement.

Number of hours left to complete degree \_\_\_\_\_ Expected graduation date \_\_\_\_/\_\_\_\_/\_\_\_\_

Academic Advisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**ACADEMIC PLAN**

*EXAMPLE : The following academic plan must be reviewed and approved by the Academic Advisor*

Example-Summer 2023			Fall 2023			Spring 2024			
Course	Type	Hours	Course	Type	Hours	Course	Type	Hours	
ECON	1311	3	ECON	1312	3	MATH	1309	3	
			EMIS	1307	3	PHIL	1317	3	
			ENGL	1302	3	PSYC	1300	3	
Total Hours Summer		3	Total Hours Spring		13	Total Hours Sum		12	
									28

**My Academic Plan:**

Summer 2023			Fall 2023			Spring 2024			
Course	Type	Hours	Course	Type	Hours	Course	Type	Hours	
Total Hours Summer			Total Hours Fall			Total Hours Spring			
									Total Hours AY

Summer 2024			Fall 2024			Spring 2025			
Course	Type	Hours	Course	Type	Hours	Course	Type	Hours	
Total Hours Summer			Total Hours Fall			Total Hours Spring			
									Total Hours AY

Summer 2025			Fall 2025			Spring 2026			
Course	Type	Hours	Course	Type	Hours	Course	Type	Hours	
Total Hours Summer			Total Hours Fall			Total Hours Spring			
									Total Hours AY

*\*Please make a copy of this page if additional space is needed.*