PURDUE GLOBAL NOW

📣 **New Emergency Aid Referral Process for Faculty & Department Chairs** 📣

We're excited to announce a streamlined process for faculty and department chairs to refer eligible students for emergency aid through Smartsheet! This new system helps us provide timely support to students facing unforeseen financial hardships.

⚠️ Student Eligibility Requirements

Before submitting a referral, please check to confirm that the student meets all of the requirements below:

- **Academic Term**: T4+ students
- **GPA**: Minimum CGPA of 2.25
- **Academic Standing**: Not on academic probation
- **Nature of Emergency**: Documented one-time/unexpected expense (e.g., car repair, medical bill)
- **Aid History**: No prior Emergency Aid award (one-time only award)

This new process will help us efficiently review and address student needs. Thank you for your continued support in ensuring our students' success.

🚀 Step-by-Step Guide for Submitting an Emergency Aid Referral

Faculty and department chairs can now easily submit Emergency Aid referrals to the Assistant Dean of Students (ADoS) teams via Smartsheet. Follow these steps:

1. **Access the [Referrals Intake Form](#)**

2. **Select Referral Department**: From the dropdown menu, choose **Assistant Dean of Students (ADoS)**.

3. **Specify Referral School**: Select your school.

4. **Choose Referral Type**: Select **Emergency Aid Review**.

5. **Complete Subject Field**: In the **Subject** field, provide the student's name and clearly identify the referral as "Emergency Aid".

    - **Example**: "Joan Doe, Emergency Aid"

6. **Provide Detailed Description**: In the **Description** field, provide as much detail as possible about the student's situation.

    ○ **Example**: "Joan recently broke her laptop and is really struggling to keep up with her schoolwork without a computer. She sometimes has difficulty paying her bills as a single mom of three and is unsure when she'll be able to purchase a new machine. Any support PG would be able to provide would be helpful and appreciated."

7. **Enter Accurate Student Email**: In the "Preferred Email" field, enter the student's **accurate email address**. This is crucial for automated notifications once cases are closed, so please double-check the accuracy of both your provided email as well as the student's.