



Satisfactory Academic Progress (SAP) Financial Aid Appeal Form

Eastern Illinois University is required to monitor whether or not a student is maintaining Satisfactory Academic Progress (SAP) in his or her course of study in order to comply with federal regulations. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are offered the opportunity to complete the EIU Financial Aid appeal process to be considered for an exemption from the policy. **Completion of this process does not guarantee that your financial aid eligibility will be reinstated. Appeal decisions are final.** You are responsible for payment of your tuition regardless of your financial aid status. It is also your responsibility to be aware of all EIU deadlines.

Deadline: Appeals must be received and processed within the semester for which you are appealing. Aid will be cancelled at the midpoint of semester if an appeal is not received. Some types of aid may not be reinstated after cancellation. It is to the benefit of the student to submit their appeal immediately upon notification.

Demographic Information (Be sure to complete all information):

Name (Print): _____ E# _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Grade Class (Circle One): Freshman Sophomore Junior Senior Graduate

Anticipated Graduation Date (Month and Year): _____

Step 1: Semester for which you are requesting an appeal (Circle ONE): Fall Spring Summer

Step 2: Reason for Financial Aid Suspension

(Please check all that apply.) I am completing an appeal by answering all of the questions on this form in detail and I am including supporting documentation for reinstatement of financial aid. I would like to appeal my financial aid suspension because:

- I currently have a cumulative grade point average (GPA) below a 2.0
- I currently have not completed 67% of my attempted coursework
- I have exceeded the maximum credit hour limit (**180 hours attempted – Undergraduate, or 48 hours attempted - Graduate**)

Step 3: Appeal Information

Financial aid ineligibility can be appealed if you have suffered undue hardship. Please indicate below which situation(s) best applies to your circumstances. All appeals must have supporting documentation attached at the time they are submitted. Examples of acceptable documentation are listed in the chart.

Check all Circumstances that Apply	Required Documentation (must include dates)
<input type="checkbox"/> Severe illness, medical condition or injury	<ul style="list-style-type: none"> • Signed and dated letter from physician on office letterhead verifying medical problems experienced and treatment received; legible copy of accident report
<input type="checkbox"/> Death of a family member	<ul style="list-style-type: none"> • Death certificate and/or dated obituary from newspaper
<input type="checkbox"/> Traumatic life-altering event such as fire, tornado, etc.	<ul style="list-style-type: none"> • Evidence of event such as insurance claim or FEMA application
<input type="checkbox"/> Other circumstance (Please clearly state the circumstance if not listed above): _____ _____	<ul style="list-style-type: none"> • Appropriate documentation which will verify situation

Documentation must be complete when this form is submitted. Appeal decisions are final.

Step 4: Explain your circumstances

Attach a **signed** explanation of the circumstances that prevented you from maintaining Satisfactory Academic Progress and the reasons for the basis of this appeal. You must state:

- (a) what the problem was;
- (b) when the problem occurred;
- (c) how long the problem lasted;
- (d) how this affected your ability to complete your coursework; and
- (e) what you are doing to prevent this from happening again.

Be as detailed as possible and explain how your documentation supports your circumstances.

Step 5: Academic Advisor Documentation

Advisors:

Use the Satisfactory Academic Progress Calculator located on the Campus Advising Network at the following website: <http://www.eiu.edu/caneiu/>. This will document the minimum requirements needed for a student to meet SAP by the end of the term. Print the form to attach to the documentation that the student will submit. **This must be submitted regardless of the reason for the appeal.**

Note: Continuing Education and Graduate students must see advisors in their departments. (Advisors who need assistance may call the Academic Advising Center at 581-2313.)

	Yes	No	N/A
Is it mathematically possible for this student to achieve the required CGPA (2.00) by the end of the current term?			
Is it mathematically possible for this student to achieve the required Completion Rate (67%) by the end of the current term?			
For students who have exceeded the maximum allowable hours: Is this student making appropriate progress toward degree completion?			

Advisor Comments (optional):

Advisor Name (print) _____

Phone # _____

Signature of Advisor _____

Date _____

Step 6: Certification of Information

- I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported to the Office of Student Conduct for appropriate disciplinary action. Furthermore, I realize that additional information may be requested by the Office of Financial Aid to further support my appeal.
- I have read and understand EIU's Satisfactory Academic Progress Policy which can be found at: http://www.eiu.edu/finaid/policies_academic_progress.php.
- I understand that if I fail to complete my coursework with the grades as indicated on the **GPA and Completion % Calculator (attached)**, I will no longer be eligible for financial aid, until SAP standards are met.

Student's Signature: _____

Date _____

Be sure all forms, letters and documentation are signed -Note: Digital Signatures will not be accepted.

Please call (217) 581-6254 if you have questions.

Submit appeals by:

Mail: Office of Financial Aid and Scholarships, Student Services Building, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920-3099; **Fax:** (217) 581-6422; **Email:** finaid@eiu.edu

===== **FOR OFFICE USE ONLY** =====

Date entered EIU:	Transfer hours accepted:	Cum. GPA:
Hours earned:	Hours attempted:	Completion Rate: %
Previous appeals:	Insufficient Hours/or 2.0 GPA:	Maximum:

Documentation must be complete when this form is submitted. Appeal decisions are final.