

## Satisfactory Academic Progress (SAP) Financial Aid Appeal Form

Eastern Illinois University is required to monitor each student's 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 a one-semester exemption from this policy. **Completion of this process does not guarantee that financial aid eligibility will be reinstated. Appeal decisions are final.** The student is responsible for payment of your tuition regardless of their financial aid status. It is also the student's responsibility to be aware of all EIU deadlines.

**Deadline:** Appeals must be received and processed within the semester for which the student is appealing; therefore, a complete appeal must be received in the Office of Financial Aid and Scholarships at least 30 days prior to the end of the term of the appeal in order to allow time for processing. 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: \_\_\_\_\_ EIU E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Grade Class (Check One):      Freshman      Sophomore      Junior      Senior      Post Baccalaureate      Graduate

Anticipated Graduation Date (Month and Year): \_\_\_\_\_

### Step 1: Semester for which you are requesting an appeal

☐ Fall (Due: November 15)

☐ Spring (Due: April 5)

☐ Summer (Due: July 1)

**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: Academic Advisor Documentation

**Advisors:** Use the Satisfactory Academic Progress GPA+Completion Rate 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. (Advisors who need assistance may call the Academic Advising Center at 581-2313.) Note: Continuing Education and Graduate students must see advisors in their departments.**

	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 \_\_\_\_\_

### ===== FOR OFFICE USE ONLY =====

Date entered EIU:	Transfer hours accepted:	Cum. GPA:
Hours earned:	Hours attempted:	Completion Rate: %
Previously approved appeals:	<input type="checkbox"/> Calc. <input type="checkbox"/> Transcript <input type="checkbox"/> RRAAREQ <input type="checkbox"/> RHACOMM	Academic Standing:
Previously denied appeals:	<input type="checkbox"/> ROASTAT <input type="checkbox"/> RHACOMM <input type="checkbox"/> RRAAREQ	<input type="radio"/> Approved      Date student notified: _____ <input type="radio"/> Denied

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

Office of Financial Aid and Scholarships - July, 2012 (revised March, 2018)

#### **Step 4: 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.

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

#### **Step 5: 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 6: Certification of Information (Please read and initial each statement below)**

\_\_\_\_\_ 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 Standards for appropriate disciplinary action.

\_\_\_\_\_ 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](http://www.eiu.edu/finaid/policies_academic_progress.php).

\_\_\_\_\_ I understand that the result of this appeal is final and should the appeal be denied, my only means of Financial Aid is a private loan or scholarships.

\_\_\_\_\_ I have submitted **ALL** relevant documentation. Additional documentation cannot be submitted after the appeal outcome is issued and appeals without supporting documentation are unlikely to be approved. *(Those without documentation should submit a recommendation letter from an instructor, TRiO/ Gateway/ Student Success advisor, clergy, etc).*

\_\_\_\_\_ Although I am able to submit more than one appeal for consideration during my time at EIU, I understand that each subsequent appeal is LESS likely to be approved unless recent academic success is demonstrated.

\_\_\_\_\_ I understand that I must check my Panther Mail for updates on my appeal. Processing of the appeal generally takes 2-4 weeks.

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

Date \_\_\_\_\_

**Be sure all forms, letters and documentation are signed - Note: Digital Signatures will not be accepted. Please call (217) 581-6405 if you have questions.**

**Submit appeals to: Office of Financial Aid and Scholarships**

**Mail:** Student Services Building, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920-3099

**Fax:** (217) 581-6422 **Email:** [finaid@eiu.edu](mailto:finaid@eiu.edu)

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

Office of Financial Aid and Scholarships - July, 2012 (revised March, 2018)