

# How to Submit a SAP Appeal Form Online



Follow this guide to navigate the SAP Appeal Form and submit your appeal. This tutorial provides the necessary steps to enter your circumstances, upload supporting documentation, and finalize your submission.



Navigate to <https://go.eiu.edu/SapAppealForm>

1

If you have not signed in to any EIU system click "LOG IN WITH SAML" and you will be redirected to EIUs sign in page



## 2

After logging in to an EIU system this will be the page you see

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

Welcome to SAP Appeal Request. **Please read the instructions below before filling out the SAP Appeal Request 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.

**Deadline Dates:**

- Fall (Due: November 15)
- Spring (Due: April 5)
- Summer (Due: July 1)

In order to complete the request, you will need to provide documentation of your circumstances.

Circumstance	Required Documentation - MUST all be submitted before appeal is submitted to committee (must include dates)
• Severe illness, medical condition or injury	• Signed and dated letter from physician on office letterhead verifying medical problems experienced and treatment received; legible copy of accident report



Read through documentation

### 3 Read through introduction



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

Welcome to SAP Appeal Request. **Please read the instructions below before filling out the SAP Appeal Request 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.

**Deadline Dates:**

- Fall (Due: November 15)
- Spring (Due: April 5)
- Summer (Due: July 1)

In order to complete the request, you will need to provide documentation of your circumstances.

Circumstance	Required Documentation - MUST all be submitted before appeal is submitted to committee (must include dates)
--------------	---

### 4 Read documentation required for each circumstance

**Deadline Dates:**

- Fall (Due: November 15)
- Spring (Due: April 5)
- Summer (Due: July 1)

In order to complete the request, you will need to provide documentation of your circumstances.

Circumstance	Required Documentation - MUST all be submitted before appeal is submitted to committee (must include dates)
• Severe illness, medical condition or injury	• Signed and dated letter from physician on office letterhead verifying medical problems experienced and treatment received; legible copy of accident report
• Death of a family member	• Death certificate and/or dated obituary from newspaper
• Traumatic life-altering event such as fire, tornado, etc.	• Evidence of event such as insurance claim or FEMA application
• Other circumstance	• Appropriate documentation which will verify situation

If you do not have any of these, you will need to submit a recommendation letter from an instructor, TRIO Gateway/Student Success advisor, clergy, etc.

You will also need to upload a **signed** explanation of the circumstances that prevented you from maintaining Satisfactory Academic Progress and the reasons for the basis of your appeal. This explanation must include:

- what the problem was
- when the problem occurred
- how long the problem lasted
- how this affected your ability to complete your coursework
- what you are doing to prevent this from happening again

5

Click the "I have read and understand the above information." field before moving on to confirm you know what you need to continue application process.

• Other circumstance	• Appropriate documentation which will verify situation
----------------------	---

If you do not have any of these, you will need to submit a recommendation letter from an instructor, TRiO Gateway/Student Success advisor, clergy, etc.

You will also need to upload a **signed** explanation of the circumstances that prevented you from maintaining Satisfactory Academic Progress and the reasons for the basis of your appeal. This explanation must include:

- what the problem was
- when the problem occurred
- how long the problem lasted
- how this affected your ability to complete your coursework
- what you are doing to prevent this from happening again

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.

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

\* I have read and understand the above information.

Copyright © 2026 Eastern Illinois University.  
Developed by ITS and Marketing &  
Communications.

Campus Technology Support  
Phone: (217) 581-4357, Email: support@eiu.edu  
Support Hours  
M-F : 7:00am - 4:30pm  
Summer Hours  
M-TH 7:00am - 4:30pm  
F 7:30am - 12:00pm

6

Click "CONTINUE"

• Other circumstance	• Appropriate documentation which will verify situation
----------------------	---

If you do not have any of these, you will need to submit a recommendation letter from an instructor, TRiO Gateway/Student Success advisor, clergy, etc.

You will also need to upload a **signed** explanation of the circumstances that prevented you from maintaining Satisfactory Academic Progress and the reasons for the basis of your appeal. This explanation must include:

- what the problem was
- when the problem occurred
- how long the problem lasted
- how this affected your ability to complete your coursework
- what you are doing to prevent this from happening again

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.

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

\* I have read and understand the above information.

Click the CONTINUE button to begin filling out the SAP Appeal Request form.

Copyright © 2026 Eastern Illinois University.  
Developed by ITS and Marketing &  
Communications.

Campus Technology Support  
Phone: (217) 581-4357, Email: support@eiu.edu  
Support Hours  
M-F : 7:00am - 4:30pm



After hitting the continue button you will be led to another page to begin filling out appeal. Which includes uploading or documenting the required information

7

## Select circumstances that apply

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

Please call (217) 581-6405 if you have questions about the appeal request form.

#### 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 will be listed when a circumstance is selected.

\* Select all Circumstances that Apply

- Severe illness, medical condition or injury
- Death of a family member
- Traumatic life-altering event such as fire, tornado, etc.
- Other circumstance

Field is required

#### Required Documentation - MUST all be submitted before appeal is submitted to committee (must include dates)

\* Documentation Upload

Drop a file here to upload or

SELECT FILE

Field is required

#### Explain Your Circumstances

8

Under "Other Circumstance" you will have a text field show up for you to specify your circumstance in there.

Please call (217) 581-6405 if you have questions about the appeal request form.

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 will be listed when a circumstance is selected.

\* Select all Circumstances that Apply

- Severe illness, medical condition or injury
- Death of a family member
- Traumatic life-altering event such as fire, tornado, etc.
- Other circumstance

\* Please clearly state the circumstance

Field is required

**Required Documentation - MUST all be submitted before appeal is submitted to committee (must include dates)**

- Appropriate documentation which will verify situation

\* Documentation Upload

Drop a file here to upload or

SELECT FILE

Field is required

9

Click "select file" to upload appropriate required documents. You can upload multiple files.

Other circumstance

\* Please clearly state the circumstance

**Required Documentation - MUST all be submitted before appeal is submitted to committee (must include dates)**

- Appropriate documentation which will verify situation

\* Documentation Upload

Drop a file here to upload or

SELECT FILE

Field is required

Explain Your Circumstances

Upload 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.



In explaining your circumstances you can either upload a written explanation or upload a SIGNED written explanation

10

Click "Upload Written Explanation" - To Upload a document that clearly explains the circumstances related to your SAP Appeal before submitting the form."

Upload 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.

\* Please select one of the following:

- Upload Written Explanation - Upload a document that clearly explains the circumstances related to your SAP Appeal before submitting the form.
  - Provide Explanation in Text Box - Enter your explanation directly into the text field provided instead of uploading a document
- Field is required

Certification of Information (Please read and check each statement below.)

- \*  
Field is required 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).
- \*  
Field is required 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.
- \*  
Field is required 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).*

11

## Click "Provide Explanation in Text Box" - To Enter your explanation directly into the text field provided instead of uploading a document"

Upload 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.

\* Please select one of the following:

- Upload Written Explanation - Upload a document that clearly explains the circumstances related to your SAP Appeal before submitting the form.
- Provide Explanation in Text Box - Enter your explanation directly into the text field provided instead of uploading a document

\* Explanation Upload

Drop a file here to upload or

SELECT FILE

Field is required

Certification of Information (Please read and check each statement below.)

- \* 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).  
Field is required
- \* 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

12

## Verify you have done everything for each checkbox and tick as you go along

Certification of Information (Please read and check each statement below.)

- \* 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).*
- \* I have verified that all forms, letters and documentation are signed. I understand that digital signatures will not be accepted.
- \* 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.
- \* 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.  
Field is required

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

SUBMIT

## 13 Click "Submit"

- \* 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).*
- \* I have verified that all forms, letters and documentation are signed. I understand that digital signatures will not be accepted.
- \* 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.
- \* 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.

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



Copyright © 2026 Eastern Illinois University.  
Developed by ITS and Marketing &  
Communications.

Campus Technology Support  
Phone: (217) 581-4357, Email: support@eiu.edu  
Support Hours  
M-F : 7:00am - 4:30pm  
Summer Hours  
M-TH 7:00am - 4:30pm  
F 7:30am - 12:00pm

## 14 Once you click on submit your application will be submitted and can close the tab

 EASTERN ILLINOIS UNIVERSITY

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

#### Request Submitted

Your SAP Appeal request has been submitted.

*You may close this window.*

Copyright © 2026 Eastern Illinois University.  
Developed by ITS and Marketing &  
Communications.

Campus Technology Support  
Phone: (217) 581-4357, Email: support@eiu.edu  
Support Hours  
M-F : 7:00am - 4:30pm  
Summer Hours  
M-TH 7:00am - 4:30pm  
F 7:30am - 12:00pm



You will have to book a time to meet your advisor to go through your semester plans.