SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

The Office of Financial Aid

Submit this worksheet and your documentation by email to finaidforms@roosevelt.edu **or by fax: (312) 341-3545**

NAME: _____ ID #: _____

This is an appeal for reinstatement for:

- ☐ **Summer semester, 20____**
- ☐ **Fall semester, 20____**
- ☐ **Spring semester, 20____**

INSTRUCTIONS:
On reverse side of this form, explain the reason for your failure to maintain satisfactory academic progress and your plan to successfully complete the required credits with the minimum cumulative GPA of 2.00 during the next semester.

You should be specific about the reasons for your appeal and submit supporting documentation (Doctor's Statement, Letter from Employer), etc. It is your responsibility to provide **ALL** necessary documentation to support your appeal.

The reason for failure to make satisfactory academic progress standards must be clearly beyond your control.

The following conditions warrant consideration:

- Major disruption of family life, such as divorce, death or serious illness in the immediate family.
- Student's serious illness or medical complications.
- Other situations clearly beyond your control.

Student's Statement: I affirm that the information given in this appeal is true and correct and authorize the Financial Aid Office to verify any of the information submitted.

_____ _____
Student's Signature Date

_____ _____
Address, City, State, ZIP Telephone

The decision for this appeal typically will be made within 5 days.
You may apply for financial aid in anticipation of the approval of your appeal. If your appeal is denied, you will be ineligible for financial aid. If this appeal is being submitted for a term which has already begun, you should contact Student Accounts to make payment arrangements pending the final decision.

SAP: There are two components to the Satisfactory Academic Progress Policy. The qualitative assesses a student's academic performance in the courses that have been completed. Students are required to maintain a 2.0 Roosevelt University grade point average at all times. The quantitative measure assesses a student's progress in pursuing his/her degree this measures the attempted hours versus the hours completed. All RU students must complete 67% of their attempted hours. I's, IP's, W's, and F's do not count as credit.

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