

**2020–2021 SATISFACTORY ACADEMIC PROGRESS APPEAL**

Student Name: \_\_\_\_\_ Roosevelt ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

The U.S. Department of Education requires all students awarded federal student aid to meet the requirements of Satisfactory Academic Progress (SAP) as defined by the federal government: (1) complete a minimum of 67% of the courses you attempt and (2) have a minimum cumulative 2.0 GPA. Course outcomes are reviewed every semester. You may submit this appeal to request consideration of extenuating circumstances that affected your requirement to meet the federal satisfactory academic progress requirements. Both requirements must be met every enrolled semester. **You are not eligible for federal student aid, including the Federal PLUS Loan, until this requirement is complete. You are responsible for the payment of institutional charges due to Roosevelt University by the published due dates.**

My Roosevelt University Academic Advisor is \_\_\_\_\_

**This appeal is for reinstatement of financial aid eligibility for the following term:** Fall (Deadline: October 31st)    Spring (deadline March 31st)    Summer (deadline June 30<sup>th</sup>)

The following conditions warrant consideration:

1. Major disruption of family life, such as divorce, death or serious illness in the immediate family.
  2. My own serious illness or medical complications.
  3. Other situations clearly beyond my control.
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- It is my responsibility to review the Satisfactory Academic Progress Policy, which is available online at <https://www.roosevelt.edu/policies/sap>.
  - It is my responsibility to submit documented evidence to support extenuating circumstances that contributed to the reasons(s) I did not meet one or more of the Components of the Satisfactory Academic Progress Policy.
  - I must submit clear and reasonable evidence to support the existence of a plan in place to avoid failing to meet one or more of the Components of the Satisfactory Academic Progress Policy in the future.
  - If the appeal is to receive financial aid for hours beyond the Maximum Time Frame, an academic advisor must perform a degree check and include the results and the exact listing of all remaining courses needed to complete the degree with the appeal documentation.
  - It is my responsibility to present my commitment to bring both components of the Satisfactory Academic Progress Policy back into compliance by the end of an approved Satisfactory Academic Progress Academic Plan.
  - I understand that submitting this appeal does not guarantee approval to reinstate my eligible for financial aid.

I will be notified in writing once a final decision is made by the Satisfactory Academic Progress appeal committee.

**Submit this worksheet in person to FAS-1M16/Wabash Building, or by email to [fas@roosevelt.edu](mailto:fas@roosevelt.edu), or by fax to (312) 341-3545**

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**A statement is required** to explain the reason you did not meet the Satisfactory Academic Progress requirements. Include in your statement your plan to successfully complete the courses in your next enrolled semester. All documents submitted must have student name and RU ID - **Attached additional pages, if needed** –

By signing this form, I certify the information on this form and any attachments are accurate and complete to the best of my knowledge. If requested, I agree to provide documentation to verify the information I have provided on this form. I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid and I may be reported to the Office of the Inspector General and/or subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

PHYSICAL SIGNATURE – DO NOT TYPE

**Student Signature**

PHYSICAL SIGNATURE – DO NOT TYPE

**Date**

PHYSICAL SIGNATURE – DO NOT TYPE

**Parent Signature (DEPENDENT ONLY)**

PHYSICAL SIGNATURE – DO NOT TYPE

**Date**

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