

One of the conditions to maintain eligibility for financial aid is to meet the requirements of Satisfactory Academic Progress (SAP) as defined by the federal government. Eligibility for financial aid will be terminated if you do not complete a minimum of 67% of the courses you attempt and a minimum cumulative 2.0 GPA the first time your record is assessed after a Financial Aid Warning term. If your eligibility for financial aid has been terminated, you may submit an appeal to the Office of Financial Aid for consideration for a Financial Aid Probation period based upon extraordinary extenuating circumstances.

SECTION 1: IDENTIFICATION

Student Name: Roosevelt ID #:
Street Address: Phone No.:
City, State, Zip: Email Address:

SECTION 2: ACADEMIC TERM

This appeal is for reinstatement of aid for the following term:

Fall Spring Summer

SECTION 3: TERMS AND CONDITIONS

I understand that:

- There are two components to the Satisfactory Academic Progress Policy:
 1. The qualitative assesses my academic performance in the courses that have been completed. I am required to maintain a **2.0 Roosevelt University GPA** at all times.
 2. The quantitative measure assesses my progress in pursuing my 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.
- It is my responsibility to review the Satisfactory Academic Progress Policy, which is available online at www.roosevelt.edu/FinancialAid/Policies/SAP.
- I must be specific about the reason(s) for my appeal.
- I must submit supporting documentation (e.g. a doctor's statement, letter from employer, etc) and that it is my responsibility to provide ALL necessary documentation to support my appeal.
- The reason for failure to maintain Satisfactory Academic Progress standards must be clearly beyond my control.
- 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.
- I will be notified in writing once a final decision is made by the appeals committee.
- I may apply for financial aid in anticipation of the approval of my appeal. **If my appeal is denied, I will be ineligible for financial aid.**
- If this appeal is being submitted for a term which has already begun, I must contact the Office of Student Accounts to make payment arrangements pending the final decision.

Student Name: _____

Roosevelt ID #: _____

SECTION 4: APPEAL

Please explain below the reason for your failure to maintain Satisfactory Academic Progress as well as your plan to successfully complete the required credits, with the minimum cumulative GPA of 2.00 during the next semester.

SECTION 5: CERTIFICATION AND SIGNATURE

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 support 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 subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

PHYSICAL SIGNATURE – DO NOT TYPE

Student Signature

Date

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