

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 regulations for federal student aid. Every student is required to complete a minimum of 67% of the courses attempted, and a minimum cumulative 2.0 GPA, every term of enrollment. Students are allowed a *Financial Aid Warning* term. Eligibility for financial aid will be terminated on the next review following the *Financial Aid Warning term*. If your eligibility for financial aid has been terminated, you may submit, for reinstatement consideration, an appeal explaining extenuating circumstances. *Your eligibility for financial aid will be delayed until this appeal process is completed.*

## SECTION 1: IDENTIFICATION

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

## SECTION 2: ACADEMIC TERM

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

Fall       Spring       Summer

## SECTION 3: TERMS AND CONDITIONS

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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](http://www.roosevelt.edu/FinancialAid/Policies/SAP).
- I must be specific about the reason(s) for my appeal. The reason for failure to maintain Satisfactory Academic Progress standards must be clearly beyond my control.
- 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 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 understand enrollment charges are my responsibility, and must be paid when due. Submitting an appeal for reinstating federal student aid eligibility cannot delay my responsibility for payment.
- **If my appeal is denied, I will not be eligible for financial aid.**

Student Name:

Roosevelt ID #:

#### SECTION 4: APPEAL

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Please explain below the reason you were unable to maintain Satisfactory Academic Progress. Include your plan to successfully complete the federally required 67% completion rate and minimum cumulative GPA of 2.00.

#### SECTION 5: CERTIFICATION AND SIGNATURE

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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 reporting to the federal Inspector General and/or a fine, imprisonment or both, under provisions of the United States Criminal Code.

PHYSICAL SIGNATURE – DO NOT TYPE

Student Signature

Date

Submit this form to the Office of Financial Aid in person (1M16 Wabash/Mezzanine Floor) or by email to [fas@roosevelt.edu](mailto:fas@roosevelt.edu), or by fax (to 312-341-3545).