

Satisfactory Academic Progress Appeal Instructions

University of Illinois at Chicago

Office of Student Financial Aid
Suite 1800 SSB, M/C 334
1200 West Harrison Street
Chicago, Illinois 60607-7163

UIC

Note: If you failed to meet the SAP requirements due to incomplete (I) or not reported (NR) coursework, you may not need to appeal. Once the course(s) in question are reported in the Banner system, please notify the Office of Student Financial Aid (OSFA) in writing or via email if you feel you meet the various SAP requirements as the result of the course(s) now being reported.

If you did not meet the Satisfactory Academic Progress (SAP) requirements due to extenuating circumstances, you may submit a formal appeal requesting the reinstatement of your financial aid eligibility. Circumstances related to the typical adjustment to college life are not considered as extenuating for purposes of appealing suspension of financial aid.

Submitting an appeal does not automatically guarantee approval. Appeals will be reviewed by the Satisfactory Academic Progress Appeal Committee. The Committee consists of members from various colleges and departments at UIC, not financial aid staff. The Committee will decide if your financial aid should be reinstated or remain in cancellation. Please be aware that if the Committee reinstates your financial aid eligibility they will require certain stipulations that must be met each term. Failure to meet these stipulations at any point in time will result in your financial aid once again being cancelled. You will be notified in writing by mail or via email of the Committee's decision. The Committee's decision is final.

Steps to complete Appeal:

1. Complete the Satisfactory Academic Progress Appeal Form.

State clearly the circumstances which prevented your meeting the Satisfactory Academic Progress requirements:

- What occurred, why did you fail to meet the SAP requirements?
- How have you resolved these circumstances so that they will not continue to affect you in the future?

2. Meet with your academic advisor to complete the Evaluation of Academic Performance Form.

If you submit your appeal without the evaluation from your academic advisor, your appeal will not be considered.

If you were cancelled for exceeding the maximum time frame requirement to complete your degree, you must also submit a DEGREE PLAN.

- It must verify your major and,
- It must list the specific courses **and** number of hours remaining for your major and degree completion.

3. Submit your complete appeal packet and all supporting documents by the published deadline for the term for which you are appealing.

- Appeals without supporting documentation **will be denied.** Please see the top of page 2 for examples of supporting documentation.
- If a professional is providing a letter to support your appeal, it must be signed, dated and **on letterhead.**
- All letters must include contact information (address and phone number) for the committee to contact if they determine follow-up is necessary. However, you must document your circumstances in writing. Do not expect for the committee to use this contact information to call and document your circumstances for you.

Some examples of appropriate supporting documentation are as follows:

Family Circumstances	Medical Concerns	Work Circumstances
<ul style="list-style-type: none"> • Marriage Certificate • Birth Certificate • Divorce Papers • Court Documents • Police Reports • A copy of plane tickets 	<ul style="list-style-type: none"> • A copy of medical bills • Letter from Doctor: <ul style="list-style-type: none"> ○ Verifying illness ○ Verifying treatment ○ Supporting your ability to handle an academic course-load 	<ul style="list-style-type: none"> • Letter from Employer: <ul style="list-style-type: none"> ○ Verifying unemployment ○ Verifying reduced hours
Death	Emotional Concerns	Accident
<ul style="list-style-type: none"> • Death Certificate • Obituary • Memorial Service Bulletin 	<ul style="list-style-type: none"> • Letter from a counselor / therapist: <ul style="list-style-type: none"> ○ Verifying treatment ○ Supporting your ability to handle an academic course-load 	<ul style="list-style-type: none"> • Original police report • Medical documentation • Car repair bills

Submitting incomplete documentation will result in a delay in processing your appeal or cancellation of your appeal.

Please make sure to include your name, nine-digit UIN number, current address, phone number, and email address on your appeal documents.

Students in cancellation status may enroll in classes. However, if the appeal is denied the student is responsible for any charges incurred at UIC. Financial Aid cannot be retroactively reinstated if an appeal is approved after a semester has ended or if an appeal is incomplete and the documents are submitted after a term ends.

You may call (312) 996-3126 to make an appointment with your financial aid counselor to discuss your appeal. Your counselor will not be able to approve or deny your appeal, nor do financial aid counselors sit on the committee which reviews your appeal. Your counselor will only be able clarify any questions you have about this document, and to provide you with other financial aid options.

There are SAP appeal deadlines for each semester. If appeals are not submitted in their entirety by the semester deadline, the appeal may not be reviewed until the following semester.

Appeal deadlines are as follows:

Summer – June 1

Fall – October 15

Spring – March 15

Only submit complete appeal packets with supporting documentation, do not submit documents individually.

Mail Appeals Documents To:

Office of Student Financial Aid
 Attn: Satisfactory Academic Progress Appeal Committee
 Suite 1800 SSB, M/C 334
 1200 West Harrison Street
 Chicago, Illinois 60607-7163

Satisfactory Academic Progress Appeal Form

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Section A – General Information

Name: _____ UIN: _____

Local Address: _____

Phone Number: _____ Email: _____

Appeal is for (check term and indicate year) Summer 20____ Fall 20____ Spring 20____

Academic Advisor's Name: _____ Department: _____

Anticipated Graduation Date: _____

Section B – Reinstatement Request Information

Below please indicate which situation applies to your reason for appeal and submit the appropriate supporting documentation:

- 1. Medical
- 2. Death/Illness
- 3. Military Service
- 4. Exceeded Maximum Time Frame/Pursuing a Second Degree
- 5. Other Special Circumstance

Please explain the specific circumstance that prevented you from making Satisfactory Academic Progress the previous academic year. You may attach as many additional pages as needed to fully explain your situation.

**Satisfactory Academic Progress Evaluation of Academic Performance Form
University of Illinois at Chicago**

Office of Student Financial Aid
Suite 1800 SSB, M/C 334
1200 West Harrison Street
Chicago, Illinois 60607-7163

UIC

TO: Academic Advisor

FROM: Office of Student Financial Aid

DATE: _____

RE: Request for Written Evaluation of Academic Performance

To comply with federal regulations, the University of Illinois at Chicago is required to monitor whether a student is maintaining satisfactory academic progress in his/her course of study. Students who have been denied financial aid eligibility because they have not met the requirements of the Satisfactory Academic Progress Policy are offered the opportunity to submit an appeal to regain their financial aid eligibility. As part of the appeal, a student must document extenuating circumstances that prevented him/her from meeting the requirements.

Before the Satisfactory Academic Progress Appeal Committee may consider a student's appeal, the student is required to obtain a written evaluation of his/her past and potential academic performance at the University of Illinois at Chicago. Your evaluation will be treated as confidential and will be reviewed only by the Satisfactory Academic Progress Appeal Committee and financial aid staff as necessary.

The student presenting this document and Evaluation of Academic Performance Form to you will sign below that he/she authorizes your release of information. Once completed, please return to the student so that they may submit along with their appeal. Thank you in advance for your cooperation.

STUDENT NAME: _____

UIN: _____

I hereby authorize the release of information regarding my academic performance at the University of Illinois at Chicago. I understand that this is a necessary component of my Satisfactory Academic Progress Policy Appeal and that the information will be released only to the Office of Student Financial Aid.

SIGNATURE: _____

DATE: _____

Enclosed: EVALUATION OF ACADEMIC PERFORMANCE FORM

EVALUATION OF ACADEMIC PERFORMANCE
(To be completed by advisor)

Student Name: _____ UIN: _____

1. When did you begin advising this student? _____

2. What is the grade point requirement for this student to continue in his/her current major? If different, also indicate the minimum grade point required for this student to graduate in his/her current major.

3. Are you aware of any extenuating circumstances that have hindered the student's past academic performance? If so, please comment.

4. Per the Satisfactory Academic Progress requirements, students must meet the following academic requirements: 1) Must have a cumulative grade point average consistent with the academic standards for graduation and 2) Complete with a passing grade 67% of the courses attempted. Based upon the student's current academic record, what is your assessment of the student's potential to meet these requirements within the next few semesters? Please provide comments or recommendations on how the student can meet these standards.

5. DEGREE PLAN (complete this section if student exceeds maximum time frame):

Semester hours required to complete degree requirements _____

Semesters the student will be enrolled to complete the requirements _____

Evaluation completed by (*please print*) _____

College: _____ Phone: _____

Signature: _____ Date: _____