



Document Submission:

Email: finaid@iit.edu

Fax: 312.567.3982

Office of Financial Aid
Perlstein Hall, 206
10 W. 33rd Street
Chicago, IL 60616

Phone: 312.567.7219



Satisfactory Academic Progress Appeal 2020-2021

(Federal and State Financial Aid Ineligibility)

Overview

Federal guidelines require that measurable progress is made toward degree completion in order to receive federal and state financial aid. This requirement is called Satisfactory Academic Progress (SAP). SAP is measured in the following three ways: cumulative and major Grade Point Average (GPA), pace of progression, and maximum timeframe. Failure to meet SAP as established by the university's SAP Policy will lead to federal and state financial aid ineligibility.

Students may appeal for reconsideration of federal and state aid eligibility by completing this form. Appeals are reviewed by an appeals committee on a case-by-case basis and students are emailed with a decision or a request for more information within two to three weeks. The deadline to appeal is **November 9** for the fall semester and **April 5** for the spring semester.

Required Documentation

1. Completed form
2. Detailed Letter
3. Supporting Documentation
4. G702 (Graduate Students Only)

Section One: Student Information

Last Name

First Name

Campus-Wide ID (A#)

Telephone Number

Section Two: Reason For Appeal

1. Student status: Undergraduate Graduate
2. What is your expected degree completion/graduation date: _____
3. Is this a new or continuing appeal? New – this is my first SAP Appeal Continuing – I have appealed before
4. Please check the reason(s) for your appeal from the following options:

Grade Point Average (GPA)

Undergraduate students must maintain at least a 2.0 cumulative GPA, a 2.0 major GPA, and a 1.85 term GPA. Graduate students must maintain at least a 3.0 cumulative GPA.

Pace of completion

Students must successfully complete two-thirds (67%) of total hours attempted. For example, a student who has attempted 45 credit hours must have successfully completed at least 30 credit hours.

Maximum Timeframe

Students must attempt no more than 150% of the number of hours required to graduate from their academic program.

Section Three: Appeal Documentation

Appeal Letter: Provide a typed, detailed explanation that includes **all** of the following:

Circumstance: Provide a **concise** explanation that indicates the specific reason(s) that impacted your ability to meet SAP, such as the death of a relative, illness, injury, accident, etc.

Circumstance Change: Explain how your circumstance has changed and how this change will allow you to meet SAP at the next evaluation point (end of your next enrolled term).

Supporting documentation: Check the appropriate box below and, if applicable, attach supporting documentation.

Documentation is attached to this form. Examples include but are not limited to the following: employer's letter, doctor's letter, police report, copies of medical bills, court documents, and death certificates.

No documentation is available due to the nature of the appeal (additional follow-up may be required).

Section Four: SAP Probationary Period

Undergraduate Students:

If your appeal is approved, you will be placed on a probationary period for one term and will be expected to meet SAP at the next evaluation point. If this is not possible, the Office of Financial Aid will follow up with you to develop a plan with Undergraduate Academic Affairs and/or your academic advisor to ensure you meet SAP at a specific point in time and reach successful degree completion.

Graduate Students:

If your appeal is approved, you will be placed on a probationary period for one term and will be required to earn a 3.0 cumulative GPA and successfully complete all of the classes for which you are registered, as set forth by Graduate Academic Affairs's G702 form. **You must attach a copy of your G702 Academic Probation Contract with this appeal.**

By signing this form, I certify that my appeal is truthful and complete.

Student Signature **(must print and sign)**

Date