



THE UNIVERSITY OF CHICAGO

STUDENT LOAN ADMINISTRATION

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phone: (773) 702-6061; fax: (773) 702-3238

Satisfactory Academic Progress (SAP) Appeal for Title IV Federal Student Aid

Student's Name (please print) **UC ID#** **Email Address** (Area Code) **Telephone Number**

This appeal must be completed by the deadline date listed below in order to receive Title IV Federal student aid for the quarter in which aid was suspended. Please view entire policy at <http://sla.uchicago.edu/page/maintaining-eligibility>. Requests received after the deadline date will be considered for the next quarter. Incomplete appeals will be denied. **All supporting documentation must accompany your appeal.** Student Loan Administration is unable to contact physicians, professors or other persons to obtain additional information on your behalf. **Please allow two to three weeks for the review of your appeal. Approval or denial notification will be sent via email to the email address you list above.**

Deadline to appeal suspension & receive Title IV Federal aid for the same quarter:

- Summer quarter 2017, July 21, 2017 Winter quarter 2018, February 9, 2018
- Autumn quarter 2017, November 3, 2017 Spring quarter 2018, April 20, 2018

Please complete all these steps.

- I. Check the reason(s) your Federal student aid was suspended (as listed on the notice you received):
 - Cumulative GPA fell below 2.0 (or the minimum required by your division/school)
 - Failed to successfully complete at least 66% of all units attempted
 - Failed to complete degree-required coursework within 150% of the normal timeframe allotted by your division/school

- II. Check the quarter (and enter the year) in which you request to have Federal student aid reinstated.
 - Summer 20_____ Autumn 20_____ Winter 20_____ Spring 20_____

- III. Attach your letter of explanation, supporting documentation, and academic degree completion plan (if not your first appeal) to your appeal form and submit all to our office.
 - 1) A typed, signed **letter of explanation and documentation** to support your appeal. Your explanation should include the following: a) why you failed to meet the academic requirements; b) describe how your change in circumstances now positions you for academic success; and c) what steps you will take to ensure that you meet SAP during the next quarter. Documentation, on official letterhead, should support your circumstances (i.e., copy of incident, police, or accident report, birth certificate, documentation of major hospitalization or obituary of an immediate family member, or physician's letter). The physician's letter should outline the condition of your health and the past and future affects on your studies.

 - 2) Supporting **academic degree completion plan** (if not your first appeal), on departmental letterhead, signed by an academic advisor or your Dean of Students. The plan should outline the action(s) that you must take **each quarter** in order to successfully meet the academic progress standards. The plan should list the courses you must take or finish (i.e., change an incomplete status to a course grade) in order to complete the degree requirements, along with the anticipated degree completion date.

I have read the entire Satisfactory Academic Progress Standards Policy for Graduate and Professional School Students. I understand that it is my responsibility to pay all charges incurred that would have been covered by my Title IV Federal student aid, in the event this appeal is denied. I will understand that Student Loan Administration will acknowledge receipt of submitted documents using the email address I list above.

Signature: _____ Date: _____