

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

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Student Name (please print)	Student ID	E-Mail Address	Telephone Number
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This appeal must be completed by the deadline date listed below to receive Title IV Federal student aid for the quarter in which aid was suspended. Please view entire policy at <https://financialaid.uchicago.edu/files/documents/graduate-financial-aid-handbook.pdf>. 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.** The Graduate Financial Aid Office 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 2024: July 21, 2024

Autumn Quarter 2024: November 3, 2024

Winter Quarter 2025: February 9, 2025

Spring Quarter 2025: April 20, 2025

**Please complete all three 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 66.67% 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 in which you request to have Federal Student Aid reinstated.

- Summer 2024
- Autumn 2024
- Winter 2025
- Spring 2025

III. Attach your letter of explanation and supporting documentation, as outlined in number one below, to your appeal form and submit all to our office. If this is not your first SAP appeal, please also attach an academic degree completion plan as indicated in number two below.

- 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) 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 accident report, child's 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 effects on your studies.
- 2) Supporting **academic degree completion plan** 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** 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) to complete the degree requirements, along with the anticipated degree completion date.

**Certification Statement:** *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 understand that Graduate Financial Aid Office will acknowledge receipt of submitted documents using the email address I list above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_