



APPEAL FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Student, please indicate the semester and year you are petitioning for reinstatement.

(Please only one box and indicate the year):

Fall Spring Summer Year 20_____

NAME _____

CSU ID # _____

TELEPHONE (_____) _____

The Financial Aid Satisfactory Academic Progress (SAP) Policy of Chicago State University (CSU) measures whether students are progressing at a reasonable rate toward the completion of their educational objectives. **Students must be in compliance with the SAP Policy in order to maintain continued financial aid/loan eligibility. Please refer to the full SAP policy for more detailed information [\(pdf\)](#).**

All students, regardless of the program in which they are enrolled, are required to maintain a completion rate of at least 67 %.

Students may receive financial aid for a maximum of 150% of the credit hours required to receive an undergraduate and/or graduate degree. Transfer hours from other institutions accepted by the University will count toward the maximum attempted credit hour limit.

You are required to complete this appeal if this is your second consecutive term for not meeting SAP.

Your Appeal must include an approved academic plan (contact your academic advisor) and documentation (if warranted) of mitigating circumstances, such as injury, illness, death in the family, or other special circumstances, which have limited your ability to progress in your studies at a reasonable rate. Make your statement brief and to the point. Completed appeals and supporting documents must be submitted to by your academic advisor to the Office of Student Financial Aid. Once all documentation has been reviewed and a decision made, your academic progress status will be updated in CSU X-press. **All decisions reached by the Committee are FINAL.**

Please Note: Appeals must be completed within 30 days after the start of the semester for which the appeal is requested or 30 days after the receipt of notice of cancelation, whichever is later. Students are limited to **30 credit hours of developmental course work** attempted or earned while in pursuit of an undergraduate degree. The 30 hours of developmental course work allowed will **NOT** be counted in the 180 maximum number of hours. Additionally, students who have changed majors during their academic career may request a reevaluation of their credit hours to determine financial aid eligibility.

(use reverse side if additional space is needed)

Student Signature _____ Date _____, 20_____

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SAP ACTION TAKEN: APPROVED DENIED TERM OF FA REINSTATEMENT: FALL SPRING SUMMER YEAR: _____

FA Rep(Signature) _____ (Print Name) _____ Date: _____

Previous Term Review : _____ % = Earned Hours _____ / Attempted Hours _____ Please indicate total hours if over 180 _____

Term FALL SPRING SUMMER YEAR: _____

GPA: _____

Office of the Financial Aid Only	Date SAP Received:	Received By:	Date Processed:	Processed by:	Date Student Notified:
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Last semester enrolled: Fall Spring Summer Year _____

Comments: _____