

# UNDERGRADUATE SATISFACTORY PROGRESS APPEAL PROCESS

The Higher Education Act of 1965 as amended and the final regulations set forth by the Department of Education in 34 CFR 668 require that institutions of higher education establish reasonable standards of "satisfactory progress." A student who does not meet these standards is not eligible to receive federally-funded financial aid. In most instances, SIU shall make these standards applicable to all state and institutional aid programs for the purpose of maintaining a consistent and reasonable financial aid policy. However, nothing in this policy shall be construed as a reduction of external requirements by other federal, state, public, or private agencies when they award or control financial aid.

**At SIU, Satisfactory Progress (SAP) is measured at the end of each spring semester, unless conditional eligibility was provided. If provided conditional eligibility, your SAP will be checked at the end of each semester.**

**In order to receive federal financial aid funds, students must meet the 3 minimum requirements, including:**

1. Required completion rates (Pass Rate Rule – 67% of hours attempted)
2. Required grade point average (GPA Rule – minimum 2.0)
3. Requirement of Maximum Hrs (Max Hours Rule – Students must complete degree program before reaching 150% of the number of credits needed to complete their degree program.)

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### **Undergraduate Satisfactory Progress (SAP) Appeal Instructions:**

**I.) Complete the Undergraduate Satisfactory Progress Appeal Form**

Clearly state the extenuating circumstances (illness, emergency, etc.) which you believe prevented you from meeting one or more of the SIU standards or conditions of satisfactory progress for financial aid recipients.

- a. Be SPECIFIC
  1. Indicate date/time periods (i.e.: semesters) involved.
  2. Include how the circumstances affected you/your academic record.
  3. Provide pertinent details. Use additional paper, if necessary.
  4. State a specific plan of action to demonstrate satisfactory progress.
- b. Attach supporting documentation to validate/corroborate your statement. (see below)
- c. SIGN & DATE your appeal and statement.

**II.) Attach Documentation to Validate the Extenuating Circumstances**

Documentation may include, but is not limited to, one or more of the following:

- a. A written statement signed by a medical or mental health professional, your Academic Adviser, or a credible professional, such as a member of the clergy or other college/university official, of the impact of an illness/emergency on your academic performance.
- b. A written statement signed by a medical or mental health professional describing dates and services provided, or a copy of the bill for services rendered by a medical or mental health professional.
- c. An objective report of an occurrence, such as a police report, divorce documents, obituary, insurance damage reports for natural disasters, and bill for services related to an emergency, etc.
- d. A written statement from your Academic Adviser that confirms administrative error, such as a course you were advised to take in an inappropriate sequences, etc.

\*Students who are appealing because they are close to or are exceeding the Max Hours/150% rule, must also submit the **Special Graduation Contract** form signed by you and your Academic Adviser.

**III.) A student who wishes to appeal must have the Undergraduate Satisfactory Progress Academic Plan completed and signed by their Academic Adviser, and submit it with the appeal to the Financial Aid Office.**

**Submit all forms and documentation to the Financial Aid Office by the deadline:**

**Fall 2021 – August 20, 2021; Spring 2022-January 14, 2022; Summer 2022 – June 17, 2022.**

1. By email (as attachment(s) to: [fao@siu.edu](mailto:fao@siu.edu) or
2. Via secure document upload through MOVEit - Instructions are available at [fao.siu.edu](http://fao.siu.edu)
3. By mail to: SIU Financial Aid Office, Student Services Building – Mailcode 4702, 1263 Lincoln Drive, Carbondale, IL 62901
4. **Allow Ample Time for Review**

Your appeal will be reviewed within 10 working days of the date you submit all required documentation to the Financial Aid Office. You will be sent a written notification as to the decision of your appeal. Failure to provide sufficient information or documentation will result in denial or delay of your appeal. Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved.

**If the appeal is denied, the student is responsible for any balance owed to the University**