



**Satisfactory Academic Progress (SAP)  
Appeal Form**

Name: \_\_\_\_\_ eNumber: \_\_\_\_\_

Federal and state regulations require that colleges monitor the satisfactory academic progress of students enrolled in a program of study that leads to a degree or certificate. Failure to make satisfactory academic progress while enrolled at Elmhurst University can result in a loss of eligibility for federal, state, and institutional financial aid.

In order to be reconsidered for financial aid, students who are not meeting the U.S. Department of Education’s Satisfactory Academic Progress (SAP) regulations at Elmhurst University must submit an appeal with any applicable supporting documentation. **Please complete this SAP appeal form and submit along with your statement to Student Financial Services on or before the appeal deadline communicated to you in your SAP notification letter/email.**

**SECTION I: TERM INFORMATION**

Term appealing:

\_\_\_\_\_ Fall 2023      \_\_\_\_\_ Spring 2024      \_\_\_\_\_ Summer 2024

**SECTION II: WRITTEN STATEMENT**

Along with this form, you must also include a written statement to support your appeal. This statement must include the circumstances that prevented you from meeting SAP standards. Please also include actions you are taking to improve your academic performance and your plan to continue meeting standards in the future.

Supporting documentation such as official documents or letters/statements from third parties must also be provided to support the circumstances causing the failure to meet SAP standards. (Letters from doctors, counselors, death certificate, etc.)

**SECTION III: ACKNOWLEDGMENT**

I understand that I am currently on a financial aid suspension due to my failure to meet the minimum Satisfactory Academic Progress requirements to receive federal, state, and institutional financial assistance. I understand that I have the right to appeal this suspension and have provided my written appeal to the Office of Student Financial Services along with this form. I understand that not all appeals will be approved.

\_\_\_\_\_  
Student’s Signature (Electronic signatures cannot be accepted)

\_\_\_\_\_  
Date