

ILLINOIS STATE UNIVERSITY
Financial Aid Office
Satisfactory Academic Progress Appeal Form

Please complete this form and submit the following two items with this appeal.

- 1) **Basis for appeal:** Submit a separate statement explaining why you were unable to maintain satisfactory progress. What corrective measures have you taken or will take to achieve and maintain satisfactory academic progress?
- Be specific in explaining why the minimum number of academic hours was not earned and if there were any grade changes.
 - Provide information that supports your appeal, including documentation of any unusual circumstances (i.e., doctor or hospital bills, death certificate, etc.).
 - Be clear and concise.
 - If this is not your first appeal, your explanation statement should include information about what has changed since your last appeal.

2) **Obtain and Submit a Progress towards My Degree/Plan of Study. To obtain:**

- Log into My.illinoisState.edu
- Select the Academics tab
- Select Progress Towards my Degree
- Select Academic Progress
- Choose "view report as a PDF"
- Print and submit the report with this appeal.

Check this box to confirm you completed and submitted a separate statement explaining your appeal

Check this box to confirm you have obtained and are including your Degree/Plan of Study with this appeal

NAME _____
(please print or type clearly using black ink)

UNIVERSITY I.D. NUMBER _____

PHONE NUMBER _____

Check one: Undergraduate Student Graduate Student

Expected Date of Graduation _____

Indicate the aid year and term for which you are requesting reinstatement of financial aid (check one box for term):

Aid Year: _____
 Fall
 Spring
 Summer

Complete and return this form and submit required documentation using one of the following methods.

- Upload the completed original form through your To-Do list at: [My.IllinoisState.edu](https://my.illinoisstate.edu)
- Mail to: **Financial Aid Office, Campus Box 2320, Normal, IL 61790-2320**
- FAX to: **(309) 438-3755**

If you have questions about this form, please contact the Financial Aid Office at (309) 438-2231 or FinancialAid@IllinoisState.edu.

----- **FOR OFFICE USE ONLY** -----

Previous Appeal Approved: Y N

Percent completed _____

Undergrad. > 180 hrs.

Grad. > 75 hrs.