

ILLINOIS STATE UNIVERSITY

Financial Aid Office

Satisfactory Academic Progress (SAP) Appeal Form

All steps must be completed to receive financial aid.

STEP 1: Submit a statement explaining why you were unable to maintain satisfactory progress. You must include:

- What corrective measures you have taken or will take to achieve and maintain satisfactory academic progress.
- Why the minimum number of academic hours was not earned and if there were any grade changes. Be specific.
- Information that supports your appeal, including documentation of any unusual circumstances (i.e., doctor or hospital bills, death certificate, etc.).
- If you have filed a SAP appeal previously, please include what has changed since your last appeal.

STEP 2: 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.

STEP 3: Type your information.

NAME _____ UNIVERSITY I.D. NUMBER _____

PHONE NUMBER _____

Check one: Undergraduate Student ☐ Graduate Student ☐ Expected Date of Graduation _____

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

Aid Year: _____
☐ Fall
☐ Spring
☐ Summer

All three steps must be completed to receive financial aid. 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.