





Appeal Process

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How to Regain Eligibility

You can regain eligibility for federal aid and state need based aid through self-correction or through the appeal process.

Self-Correction

Quantitative-Maximum Time Frame

To regain eligibility, you must graduate and advance to a new career level (UG to GR etc.). You must also meet all other components of the Satisfactory Academic Progress Policy as outlined above. Once you have graduated and advanced to the a new career level, you will need to notify the Student Financial Aid Office by completed the [SAP Self-Correction Form](#).

Pace

To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours completion ratio outlined above under the heading **Pace** as outlined in the policy. You must also meet all other components of the Satisfactory Academic Progress Policy as outlined above. Once you have taken the courses and earned passing grades, you will need to notify the Student Financial Aid Office by completing the [SAP Self-Correction Form](#).

GPA

To regain eligibility, complete courses at your own expense at the University of Louisville and raise your cumulative GPA to at least a cumulative 2.0 official GPA for undergraduate students or 3.0 official GPA for graduate students and not be dismissed nor suspended from your academic program, as determined by the academic units' policies. You must also meet all other components of the Satisfactory Academic Progress Policy as outlined above. Once you have corrected your GPA, you will need to notify the Student Financial Aid Office by completing the [SAP Self-Correction Form](#).

A current academic year FAFSA must be on file in order for SAP to be evaluated. Therefore, before an Self-Correct form is submitted please ensure your FAFSA is complete. The FAFSA can be completed at www.fafsa.gov.

In all instances, you will be notified through U of L email as to the results.

Monitoring the Status of Your Self-Correction Form

It may take up to 15 business days to process your form once it is received by the Student Financial Aid Office. You can monitor the status of your submitted form on your Ulink To Do List.

If a decision has not been made by the time your bill is due, it is your responsibility to pay your balance in full or discuss your payment options with the Bursar's Office.

Below is a listing of the potential Self-Correction Form Statuses:

- **In-Progress:** Your form has been received but not yet reviewed or processed.
- **Approved:** Your Self-Correction form has been approved. You must continue to meet all SAP requirements.
- **Denied:** Based on the information submitted, you do not meet the requirements for self-correction of SAP. You are not eligible to receive federal financial aid or state need-based aid. If you intend to remain enrolled at the University of Louisville, you must pay your bill with other sources. Please read the information below for your options to submit a SAP appeal.

Appeal Process

If you are determined ineligible for financial aid for failure to meet the University of Louisville's SAP standards you have the right to make a written [appeal](#) to the Student Financial Aid Office.

Instructions for Submitting an Appeal

1. Complete the SAP [appeal](#) application.
2. Attach a typed and signed letter that includes the following:
 - a. a description of the unforeseen circumstance which may have prevented you from meeting the SAP standards,
 - b. explain how the circumstances have been resolved, and
 - c. explain how the circumstance(s) will not affect your future academic progress.
3. Attach supporting documentation.

Documentation of circumstances described in the letter must be included with the written appeal.

Note: Additional documentation may be requested if additional information is needed to make an informed decision regarding your appeal. You will be notified via email if additional documentation is requested.

4. A current academic year FAFSA must be on file in order for SAP to be evaluated. Therefore before an appeal is submitted ensure your FAFSA is complete. The FAFSA can be completed at www.fafsa.gov.

5. ***Students held for **Maximum Time Frame worksheet** as part of the appeal, which is to be completed by the Academic Advisor.***

Monitoring the Status of Your Appeal

It may take up to 15 business days for your appeal to be reviewed once it is submitted. Your appeal will be reviewed by the Student Financial Aid Office. All decisions are final. A second review can only be requested if you can provide new information and documentation that may have been omitted from your initial appeal. If a decision has not been made by the time your bill is due, it is your responsibility to pay your balance in full or discuss your payment options with the Bursar's Office.

You will receive notification of the decision made on your appeal via your University of Louisville email account. The status of your appeal can also be monitored via your ULink To-Do-List.

Below is a listing of the potential appeal statuses:

- **In-Progress:** Your appeal has been received but not yet reviewed.
- **Deferred:** Your appeal has been reviewed but has been deferred for additional information. You will receive an email detailing the additional information or documentation needed. The [Additional Information for Deferred SAP Appeal \(pdf\)](#) should be printed and submitted as a coversheet.
- **Approved:** Your appeal has been approved, and you are on SAP probation for one semester. At the end of your probation semester, you must have corrected your SAP issue(s) and be meeting all SAP standards, or if placed on an academic plan, you must be meeting the requirements specified in your plan. You will be placed on an SAP plan if it has been determined you will not be able to correct your SAP issue(s) in one semester. You will receive an email outlining your SAP plan. A SAP plan will ensure you will be able to meet SAP standards by a specific point in time.
- **Denied:** Your appeal was not approved based on the information you provided. You are not eligible to receive federal financial aid or state need-based aid. If you intend to remain enrolled at the University of Louisville, you must pay your bill with other sources.

If an appeal is approved, you will be placed on probation for one semester. Your SAP will be evaluated at the end of the probation semester to ensure you are still meeting the appropriate requirements. If at that time the standards are not being met, a SAP hold will be placed back on your account, and any federal aid and state need-based grant aid awarded for semesters beyond the probationary semester will be canceled.

Limit of appeals

There is no limit on the number of appeals you can submit. The Student Financial Aid Office uses professional judgment to review appeals on an individual case-by-case basis to evaluate the information submitted by you for each appeal. Previous appeals are reviewed to compare information previously submitted.