

REINSTATEMENT PETITION

POLICY: A student who does not meet Satisfactory Academic Progress (SAP) at the end of the Academic and Financial Aid Warning period will no longer be eligible to receive federal financial aid without a successful appeal. The student must successfully appeal in order to be placed in Academic and Financial Aid Probation status. A student must submit the **Reinstatement Petition** including supporting documentation to the Office of the Registrar immediately following email notification. The Reinstatement Petition must be based on extenuating circumstances.

The Reinstatement Petition will be reviewed by the academic department. The petition will either be approved or denied. The Office of the Registrar will notify the student of the academic department's decision. A student whose Reinstatement Petition is denied or who fails to petition for reinstatement will be dismissed from TCSP by the Add/Drop deadline. See the TCSP Student Handbook for the [Satisfactory Academic Progress](#) policy.

INSTRUCTIONS: Complete this petition in its entirety, sign and submit it to the Office of the Registrar along with supporting documentation immediately following email notification.

Email: Registrar@thechicagoschool.edu or Fax: 312.757.7013

STUDENT NAME: _____ STUDENT ID#: _____

TCSP E-MAIL: _____ PHONE#: _____ CAMPUS LOCATION: _____

TERM/SEMESTER/YEAR: _____ DEGREE LEVEL: _____ PROGRAM: _____

E-MAIL (other): _____ INTERNATIONAL STUDENT: YES NO VETERAN STUDENT: YES NO

Is this the first time you have petitioned for reinstatement: Yes No

Use additional sheet if necessary

Explain the circumstances that resulted in being placed on Financial Aid Probation (Academic Probation)	
What changes will be made that will ensure future success?	
What additional support is in place now?	
Additional relevant information	

STUDENT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

I –Registrar Review

Current Term/Semester GPA: _____ Cumulative GPA: _____ Pace: _____ % # of Term/Semester Needed to Meet SAP: _____

GPA/Grades Needed to Meet SAP: _____ Credits Needed to Meet SAP: _____ Petition Status: Approved Denied

Requirements for SAP Plan: _____

Registrar Signature: _____ Date: _____

II – Academic Department Review

Approved Denied Department Chair Signature: _____ Date: _____

Comment: _____

III –Financial Aid Review:

Approved Denied Financial Aid Signature: _____ Date: _____