



Financial Aid Satisfactory Academic Progress Appeal Form

Print Name: _____ ID #: _____

Email Address: _____

Address: _____
Street Address City State Zip

Phone: _____ Major: _____
(Contact information should reflect where you can be reached during the appeal process.)

For what upcoming term/year are you submitting this appeal? ___Fall ___Spring ___Summer Year: _____

Deadline for submission is three weeks prior to the beginning of the term for which you are appealing, with the exception of summer. Summer submission deadline is a week before classes begin.

Reason on FA Suspension:
mark one: GPA _____ Pace (2/3) _____ Both _____ More than 150% hours _____

Part A: Basis for Appeal and Provide Documentation (Mark One)

An Injury or Illness of the Student

Death of an Immediate Family Member

Other Documented Events

attach information

Part B: Instructions for Submitting Appeals

Attach:

- 1) Signed letter of explanation of the Basis for Appeal indicated above. It is important that your explanation 1) addresses *specific* issues, 2) includes what happened, and 3) how the situation has changed to allow for academic success.
- 2) Acceptable documentation supporting your appeal *must* be submitted or your appeal will be delayed.
****Examples:** physician statements, medical receipts, letters from staff, faculty, counselors or others who are familiar with your specific situation, DegreeWorks printout, death certificates, accident or police reports, other official documents regarding your situation, etc.
 Character references and statements of good intentions and aspirations alone are *not* sufficient.

Review of Appeals: The committee will review your 1) academic transcript, 2) letter of appeal 3) appeal form, which must include plan of action and advisor's signature and 4) relevant documentation. You will be notified by postal mail or by email of the decision made within ten working days of the of the committee's decision. If denied, you may request a level two appeal within three calendar days through the Director of Financial Aid.

Part C: Academic Objectives

This section to be completed by the advisor after meeting with the student.

Minimum Academic Progress toward a degree for this purpose is defined as:

- 1) Students on Financial Aid Suspension because of not meeting grade point average standards