



Complete entire form and submit all required signatures and documents. Missing information will delay consideration of appeal.

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 beyond the student's control – 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 (qualitative) must obtain 2.25 for the upcoming semester.
- 2) Students on Financial Aid Suspension because of not meeting the pace (quantitative 2/3) standards must complete 75% of the attempted hours for the upcoming semester.
- 3) Students on Financial Aid Suspension for both qualitative and quantitative, or above 150% of required hours, must meet both standards as described above for the upcoming semester.

The receipt of financial aid and student loans is a serious matter. What specific plan of action will be taken to achieve at least the minimum standards? Attach another sheet if needed.

Current Cumulative GPA: _____ Expected Graduation Date: _____

I have met with the student and recommend that the financial aid appeal be approved.

Print Name of Academic Advisor

Signature of Academic Advisor

Signature is required to document that an advising meeting took place to discuss an academic plan.

Part D: Student Certification

I have attached a letter and supporting documentation to this form and reviewed information with my advisor. My signature indicates that all of the statements on this form, appeal letter, and supporting documentation are true and accurate to the best of my knowledge.

*I understand that if the appeal is denied by the committee, I may request level two appeal within three days of the notification of the committee’s decision through the Director of Financial Aid who will submit the appeal documents to the next level of Administration for review.

*I further understand that if my appeal is approved, my records will be evaluated again at the end of the next Semester of enrollment to determine if I have either met the minimum overall standards of the Financial Aid Satisfactory Academic Progress Policy or the minimum semester requirements as stated above.

*I also acknowledge that if I do not obtain the required academic standards, I will again be placed on financial aid suspension and will not be eligible for another appeal, unless other extenuating circumstances have occurred, or until one semester showing academic progress toward a degree is completed without the assistance of financial aid.

Check here if you wish to personally appear at the appeal meeting _____

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.

Student Signature: _____ **Date:** _____