

Financial Aid Satisfactory Academic Progress Appeal Request

Name _____ Student ID # _____
Please Print

Address _____ City _____ State _____ Zip _____

Telephone Number _____

It has been determined that you are not making academic progress toward graduation. Grade point average, the percentage of credit hours completed, and a maximum time frame for program completion define satisfactory academic progress. Federal and state regulations require students to comply with standards of academic progress as defined by the Financial Aid Office. Students that fail to meet the minimum standards lose their eligibility to receive federal, state, and institutional aid. Federal regulations also allow the Financial Aid Office to extend eligibility to students that fail to meet minimum standards if they can document that there were mitigating circumstances beyond their control that caused them to perform below standards. Documentation must be submitted with your appeal to support your statement. Examples of mitigating circumstances include: medical conditions that resulted in hospitalization, loss of an immediate family member, loss of home due to fire, storm or natural disaster, illness of student or immediate family member, severe emotional difficulties, death in family, loss of employment, etc. The mitigating circumstances must have occurred during the term you received failing grades and/or withdrew from classes.

- Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be approved.
- It is the responsibility of the student to successfully complete all classes for which they have enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student.

Guidelines for appeal of 2.0 GPA requirement or 67% Completion Rate requirement

Students who fail to meet the minimum standards regarding completion and/or GPA may appeal their financial aid academic progress standing. A reason for appealing may be an extenuating circumstance under which you had no control and which you can document. The appeal should explain in detail the reason(s) for not meeting the standards of progress.

Please check the appropriate box and provide the requested information related to your situation.

- Serious illness or accident that prevented you from completing classes. If a medical problem contributed to your failure to maintain satisfactory progress, **attach documentation** from a medical professional from whom you have received advice or treatment.
- Death in your immediate family. (**Attach documentation** such as a photocopy of death certificate or obituary and indicate your relationship with the deceased.)
- Unusual situation over which you had no control that prevented you from successfully completing classes. Please clearly state circumstance and **provide appropriate documentation**. Examples of unusual circumstances are automobile accident, automobile breakdown, marital conflicts or relationship problems. (Examples of documentation may include a copy of accident report, copy of auto repair receipt, letter from a marriage counselor, divorce attorney, or other appropriate professional.)

For Financial Aid Office Use Only

Name of Program _____ Total Hours Attempted _____ Total Earned Hours _____

Cumulative Completion Rate _____ Cumulative GPA _____ # of Previous Appeals _____

Student IS IS NOT Currently Enrolled # of Hours Currently Attending _____

Maximum Time frame (150%) for Program of Study enrolled _____

- Appeal Denied due to insufficient documentation. _____
- Appeal Denied due to completion rate. _____
- Appeal Denied due to grade point average. _____
- Appeal Denied due to completion rate and grade point average. _____
- Appeal Denied due to maximum time frame. _____
- Appeal Denied. Student must complete at least _____ credit hours without withdrawing from any courses, maintain a 2.0 GPA and resubmit appeal.
- Appeal Approved.
- Appeal Approved with Stipulation. **FOR 150% APPEALS ONLY** _____

Committee Members:

Chairperson Financial Aid Committee