



Financial Aid Appeal Form: Satisfactory Academic Progress

Student's Name: _____ Student ID: _____

Email Address: _____

Your decision will be sent to this email address. If no email address is provided, a decision will be mailed to you at the address listed on file with the Admission's office.

Students who have lost their eligibility for financial aid due to lack of Satisfactory Academic Progress (SAP) may appeal for reinstatement. The Financial Aid Office understands that many students experience unusual circumstances beyond their control that prevent them from making progress in their program of study.

Checklist: You must provide all of the following required documents to be considered for reinstatement:

Please type a letter addressed to the financial aid office explaining the reasons and the circumstances that caused you to fail to meet SAP. You must address every semester in which you received grades of D, F, W, I, and/or IP. It is important that you demonstrate a clear and thorough understanding of why you experienced academic difficulties.

All of the information that you provide will be kept strictly confidential. However, you **MUST** provide dated, supporting documentation that directly relates and supports your unusual circumstances. Acceptable documentation can include (but is not limited to) death certificates, police reports, medical documents or even a letter of support from an impartial third party.

Also include the specific steps you intend to take in the future to improve your academic performance. This statement should be thorough and detailed, demonstrating your commitment to achieving the required grade point average and/or percentage of completed credits. In this statement you must indicate what you have changed so that you will be successful in the future.

Attach your most current degree plan or program evaluation which can be obtained from Degree Planning and Services located in the Admissions office or online through "My Records". The degree plan you provide **MUST** match your declared major.

Additional Information

We recommend speaking with a counselor but you are not required to *unless* you are on suspension for **Remedial** Maximum Time Frame. All students who have lost their eligibility due to remedial hours **MUST** speak with a counselor/advisor. It is necessary to seek their assistance in developing a plan of academic support that will assist you in meeting our standards of satisfactory academic progress. Your appeal **will not** be reviewed if a counselor's signature is missing. **Speaking with a counselor does NOT guarantee a favorable result on your appeal letter.**

Workshops are available to answer your SAP questions. Attending the workshop does not guarantee your appeal will be granted. Information will be provided though to assist you with writing your appeal letter. All probation students are **required** to attend the SAP workshop. Please contact our front counter for a list of times and dates. You must sign at least one day prior to the workshop.

Please read the following statements and then sign below.

To the best of my knowledge, all of the information contained in this appeal is complete and correct. I understand that a decision regarding my appeal will be sent to the email address that is provided on this form. If no email address is provided, a decision will be mailed to the address on file with the Admission's Office.

I also realize that even if I do have unusual circumstances that my appeal may not be granted if I can not complete my degree without exceeding the maximum time frame allowed (Please refer to your SAP contract that you received when you applied for financial aid).

I also understand speaking to a counselor or attending a SAP workshop will not guarantee a favorable result on my appeal letter. I also understand that I must attach supporting, dated documentation that directly relates to my specific circumstance.

Please allow 4-6 weeks for your appeal to be reviewed.

Student's Signature: _____ Date: _____

This next session is for a counselor to sign off on **if** you chose to speak with one. Remember, speaking to a counselor provides you with additional information and resources, it does not guarantee that your financial aid suspension will be waived or granted.

Dear Counselor/Advisor,

Please counsel this student on appropriate actions needed to maintain satisfactory performance in their courses. Please assist the financial aid office by completing the box below. Your help is greatly appreciated. We strongly recommend that all students visit with a counselor briefly. However, only **students who have violated our Remedial Maximum Time Frame policy will be required to have this form signed below.**

For Counselor/Advisor Use Only:

Has student completed all required remedial coursework? (Check one) _____ yes _____ no
(For students who have violated remedial max time frame or 30 hours of remediation).

If no, what remedial courses are still needed? _____

How many hours would you recommend student take per semester? _____

Comments (optional): _____

Counselor/Advisor signature: _____ Extension: _____