



Financial Aid Appeal Form

Summer Priority Deadline May 17, 2018 / Summer Final Deadline June 15, 2018
Fall Priority Deadline July 31, 2018 / Fall Final Deadline September 17, 2018
Spring Priority Deadline December 17, 2018 / Spring Final Deadline February 11, 2019

Student Name: _____ Student ID#: _____

Student Mailing Address: _____ Telephone Number _____

Email Address: _____

Semester you are requesting an appeal: Year _____

Fall _____

Spring _____

Summer _____

ATTENTION STUDENTS: Submitting this form does not guarantee reinstatement of financial aid or academic standing. The student is responsible for any charges incurred during periods of ineligibility even if the appeal is not approved. You will be notified of the outcome of your appeal by email once a decision has been made.

INSTRUCTIONS: Complete steps 1-4 below, and submit this completed form with all supporting documentation to the Office of Financial Aid. Submission of the appeal without documentation will be DENIED.

You may **NOT** base your appeal on:

- Your need for financial aid
- You did not know what classes to register for
- Your lack of knowledge that your financial aid was in jeopardy
- You did not know what to major in
- Your lack of transportation
- You did not attend class, or stopped going to class
- You were not focused or committed to your education

For Office Use Only

Previous Appeals: ___ Yes ___ No Reason for Appeal GPA Pace of Progression Maximum Timeframe

Approval Conditions:

Denial Reasons:

Committee: ___ Approved: ___ Denied: Signature: _____ Date: __/__/__

___ Approved: ___ Denied: Signature: _____ Date: __/__/__

___ Approved: ___ Denied: Signature: _____ Date: __/__/__

___ Approved: ___ Denied: Signature: _____ Date: __/__/__

STEP 1: Please Indicate Type of Appeal: (select all that apply)

- GPA/PACE** Must maintain a 2.00 GPA and complete at least 67% of the classes attempted
- Max Hours (Must explain why you have exceeded the maximum amount of credit hours to be eligible for financial aid. Examples: changed major, second degree, etc.)**
- Change in major (Provide change of major form)**
- Double major (Attach official documentation of approval)**

EXTENUATING CIRCUMSTANCES: Extenuating circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress while meeting SAP.

Examples of significant extenuating circumstances include:

- Medical illness and/or injury (supported by medical documentation)
- Death in immediate family: parent, spouse, child, grandparents, siblings, aunts or uncles (supported by copy of death certificate AND/OR obituary)
- Call to active military duty (supported by copy of military orders)
- Legal problems or police matters (supported by legal paper work)
- Foreclosure or eviction (**supported by documentation**)
- Out of college for a minimum of 3 years

All of the examples above must pertain to the semester(s) in which you did not meet Satisfactory Academic Progress.

STEP 2: APPEAL STATEMENT: Attach a typed statement describing the circumstance that kept you from meeting the established academic standards during your previous semester(s).

STEP 3: PERFORMANCE PLAN: Attach a typed statement describing how you plan to keep this situation from affecting your academic progress in future semesters.

STEP 4: ACADEMIC PLAN (Financial Aid Only): The requirements within the Academic Plan must be met to regain eligibility. Students will need to meet the standards of the Academic Plan each semester until meeting the SAP standards.

Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy, and may require the student's academic plan to be re-adjusted.

At minimum, the Academic Plan will require that the student do the following:

- (1) Earn a GPA of 2.25 each semester
- (2) Pass 75% of all hours attempted each semester

STUDENT INITIALS (MUST initial)

- I must make at least a 2.25 semester GPA in the courses that I am taking each semester.
- I must pass 75% of all hours attempted each semester with a "C" or better. (No D's, F's, W's or I's will be accepted).
- I must meet with an academic advisor each semester until I meet the overall Satisfactory Academic Progress.

STEP 5: CERTIFICATION: I certify all the above information submitted is accurate. I further understand that incomplete appeals, including those with missing or insufficient documentation, will be denied. I fully understand that approved appeals will have conditions established in the approval of the appeal, and that those conditions must be met to be considered for future aid.

Student Signature: _____ **Date:** _____