

To appeal a termination of financial aid, a student must submit proof of extenuating circumstances, beyond the student's control, that interfered with the successful completion of studies. Please note the following examples of extenuating circumstances and the appeal process.

**EXAMPLES:**

- Employment is not an acceptable reason. However, a sudden change in schedule or work hours documented by a supervisor would be acceptable.
- Pregnancy is not an acceptable reason. However, a pregnancy with complications documented by a physician would be acceptable.
- Documented death of an immediate family member (mother, father, brother, sister, grandparent, aunt or uncle) would be an acceptable reason.

**PROCESS:**

- Type or clearly print a one-page letter explaining why you are not meeting academic standards. Please use the reverse side of this form following the format below.
- The main body of the letter should contain the reason(s) as to why you are not meeting the standards and what progress/changes have occurred to improve the situation. Please include relevant dates, names and relationships if applicable.
- Submit documentation of the reason(s), e.g., a doctor's statement for medical reasons if applicable.
- Complete the appropriate information on the appeal form on the reverse side. Be sure to include your student number, name, signature, date, telephone numbers and full address including zip code.
- Submit supporting documentation, a financial aid academic agreement form, along with My Academic Plan (MAP) or a Probationary Contract (depending on reason aid was terminated) directly to the Financial Aid office and an online request for financial aid course audit verification.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Have you attached a typed statement explaining when the above circumstance(s) occurred, and how the circumstance(s) resulted in performing below the minimum Satisfactory Academic Policy's GPA and/or completion rate (PACE) requirements, for each semester of poor performance?
<input type="checkbox"/>	<input type="checkbox"/>	Have you attached legal, medical, or other documentation sufficient to support your statements?  <b>If no</b> , attach a statement in your appeal explaining why you are not able to provide documentation, or why you chose not to.
<input type="checkbox"/>	<input type="checkbox"/>	Have you included a section in your appeal outlining the steps you have taken, or changes which will allow you to make up deficiencies?

ID # **A**

Name \_\_\_\_\_  
(Last Name) (First Name) (MI)

**Appeal Deadlines:**  Fall 2018 – August 14, 2018  Spring 2019 – January 15, 2019  Summer 2019 – June 7, 2019

*Appeals/documentation received after the semester deadline will not be reviewed for consideration of aid for the following semester.*

**Please note the REASONS/EXTENUATING CIRCUMSTANCES that interfered with your ability to successfully meet the Financial Aid standards of progress. You MUST include appropriate documentation to support your request.**

Please check the type of documentation that you are submitting with your appeal:

Medical     Legal     Death     Employment     Academic     None (Appeal will be considered Incomplete)

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Street Address

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Work Telephone Number

ID # **A**

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Name \_\_\_\_\_  
(Last Name) (First Name) (MI)

Academic Plans/Contracts are required for students who are not making satisfactory academic progress in accordance with federal guidelines. Academic Plans are intended to help students regain financial aid eligibility while keeping them on a direct path to graduation. By submitting this Academic Plan/Contract with your appeal, you are agreeing to follow the plan as written and successfully complete the courses as listed.

Your plan/contract will be monitored throughout the academic year to assist in determining your eligibility for financial aid. Failure to meet the conditions of the Academic Plan will result in you being ineligible for financial aid for the next period of enrollment (semester). Students who have appeals approved are placed on **financial aid probation** and must follow their Academic Plan in order to maintain their eligibility for financial aid, until they are back in good academic standing for financial aid purposes. Students on **financial aid probation** cannot change their major until they are back in good standing. Students who choose to change their major will have their aid terminated as a violation of their Financial Aid Academic Plan. A committee will assess all appeals on the basis of documentation provided as well as academic history. Students will be notified in writing of the committee's decision. All appeal decisions are final.

***I HAVE READ AND UNDERSTAND THE INFORMATION ABOVE.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

