



FINANCIAL AID DEPARTMENT

2015-16 STUDENT APPEAL FORM

1st Appeal _____
2nd Appeal _____
Other _____

Please Print:

Last Name _____ First _____ M.I. _____ Student ID # _____
Address _____ City _____ State _____ Zip Code _____ E-mail Address _____
Semester/Year _____ Major _____ Telephone # _____

Appeal Process

If you did **not** meet Satisfactory Academic Progress (SAP), you must:

1. Complete the online SAP workshop.
2. Provide a new or updated Student Education Plan (SEP) dated within the current academic year. If your SEP is not current, schedule an appointment with your counselor in the Counseling & Personal Development Office at your earliest convenience.
3. Provide a written statement on a separate sheet, explaining difficulties experienced and/or any supporting documentation. Explain what has changed and how it will ensure your academic success. To ensure that your appeal will be given every consideration and opportunity for approval, *be as thorough as possible*. Incomplete appeals will not be considered.
4. Provide any supporting materials (example: doctor's report; etc.)
5. Include a copy of verification of successful completion of the online SAP workshop
6. If your appeal is approved, it will be for one semester only. **You will need to reapply each semester that you are disqualified.**

NOTE: YOU MUST HAVE COMPLETED A SAP WORKSHOP BEFORE SUBMITTING THIS FORM

I understand the above appeal process, and that **all decisions by the Financial Aid Appeal Committee are final.**

Signature _____ Date _____

I attended a workshop on _____ Staff Initials _____

FINANCIAL AID COMMITTEE USE ONLY:

Cumulative Attempted Units _____ Cumulative Comp Rate = _____ Cumulative GPA = _____ DQ _____

[] **APPROVED** [] **FALL** [] **SPRING**

- ☐ YOU MUST ATTAIN A COMPLETION RATE OF **67%** OR BETTER BY THE END OF _____
- ☐ YOU MUST REACH A CUMULATIVE GPA OF **2.0** G.P.A. OR BETTER BY THE END OF _____
- ☐ YOU MUST FOLLOW THE SEP REQUIREMENTS FOR YOUR ACADEMIC MAJOR EACH TERM
- ☐ YOU MUST COMPLETE ALL ENROLLED COURSES WITH NO F'S, W'S OR NP'S, AND A MINIMUM GRADE OF _____ IN ALL ENROLLED COURSES.
- ☐ FINAL SEMESTER ON FINANCIAL AID
- ☐ IF YOU MEET THE TERMS OF THIS APPEAL, YOU WILL NEED TO REAPPEAL FOR FUTURE SEMESTERS.

[] **DENIED**

- ☐ COMPLETION RATE CANNOT REACH **67%** BY THE END OF _____
- ☐ GPA CANNOT REACH **2.0** BY THE END OF _____
- ☐ EXCEEDS THE MAXIMUM LENGTH OF ACADEMIC PROGRAM
- ☐ OTHER _____

REVIEW _____

Patti Larkin, Director

Date