



Financial Assistance and Planning Office, Federal School Code: 003280

Unsatisfactory Academic Progress Appeal

Instructions, Form and Letter Outline

Students who are determined ineligible for federal financial aid due to unsatisfactory academic progress are not entitled to any federal or institutional aid until eligibility is regained as stated in the Satisfactory Academic Progress Policy. However, if special circumstances exist, the student may submit a typed letter of appeal explaining his/her reasons for not meeting the requirements and provide, when appropriate, third-party documentation. The required documents listed below should be submitted to the Financial Assistance and Planning Office within **thirty (30) days** of the date on your letter of ineligibility (Suspension Notice).

INSTRUCTIONS:

To Appeal Unsatisfactory Progress you must do the following:

1. Compose a student appeal letter (see a sample below) and attach to form Unsatisfactory Academic Progress Appeal Form found below. Please provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress. (Examples: extenuating medical issues, personal issues, etc.)
2. How has your situation(s) changed that will allow you to demonstrate Satisfactory Academic Progress in the future? Documentation must be specific and include dates. If you are ineligible due to not having completed your degree within 150% of the credit hours required to complete your degree, include a program evaluation with this appeal.
3. Submit your typed letter of appeal and supporting documentation to the Financial Assistance and Planning Office **within thirty (30) days** of the date on your letter of ineligibility (Suspension Notice).
4. You will be notified in writing concerning the acceptance or denial of your appeal.

*All students who want to be considered for an appeal must have a FAFSA on file for that academic year and must be registered for the upcoming semester.



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Unsatisfactory Academic Progress Appeal Form

Attach to your Appeal Letter

Date: _____

Student Name: _____

Student ID: _____

Semester Appealing: _____

List of attached documents:

For Office Use Only:

Received By: _____

_____ Date Received

Approved
Comments:

☐

Denied

☐

_____ Date Completed

Student Appeal Letter Outline

Please review the outline to ensure that you have included all components in your typewritten appeal letter. Incomplete Appeal Letters will be returned to the student for revision. All Appeals must be received by the Financial Assistance and Planning Office within 30 days of the date on your letter of ineligibility (Suspension Notice).

Step 1:

Statement:

- Explain Your Situation
- Provide Dates when the Situation Occurred

Step 2:

Situation:

- What Happened?
- What Changed?

Step 3:

Your Plan:

- What is your plan to ensure success moving forward?

Step 4:

Documentation:

- Student Name and Student ID# should be on each piece of documentation that is attached to your Letter of Appeal.

Step 5:

Signature and Date:

- Required at the end of your Appeal Letter

Step 6:

Attach:

- Unsatisfactory Academic Progress Appeal Form to your Appeal Letter

Step 7:

Submit Your Letter:

- To the Financial Assistance and Planning Office