2017-2018 FEDERAL SATISFACTORY ACADEMIC PROGRESS APPEAL

Fall 2017 Deadline: September 13th, 2017
Spring 2018 Deadline: March 8th, 2018

INSTRUCTIONS:

Financial Aid appeals will not be processed without an authorized Student Affairs/Academic Affairs’ signature. Return your completed form with all supporting documents to C-107.

1. Complete Sections A, B, C and D of the appeal form.

2. Attach copies of all documentation to support your appeal. If documentation is not included, your appeal will be denied. If documentation is in regards to the circumstances of a family member, his/her relationship to your appeal must be made clear. Documentation should support:

   - **Medical**- Personal illness involving hospitalization or extended home confinement under a physician’s supervision or illness of an immediate family member.

   - **Employment**- Change in student’s work schedule beyond student’s control, and upon which the student and family are dependent.

   - **Military**- Submit official documentation of military service.

   - **Legal**- Submit official documentation of incarceration, jury duty, court dates etc.

   - **Death**- of an immediate family member. Submit copy of death certificate, name of the deceased and the relationship to you. Date on the death certificate must correspond to the time period and the semester affected.

   - **Other**- 
     
     ____________________________________________________________
     
     ____________________________________________________________

3. If you are registered with College Discovery (B-236) or ASAP (BA-22) you must see an academic advisor from that area to complete the appeal. All other students must meet with an advisor in Student Advising Services (B-102).

4. You **must register and pay** for classes for the semester in which you are submitting the appeal.

5. You will receive notification of the outcome of your appeal by the Financial Aid Satisfactory Academic Progress Appeals Committee 2 to 3 weeks after the deadline. **The decision of the committee is final.**

6. Approved appeals will be forwarded to Student Financial Services (C-107) for aid processing.
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A.  

□ Section 1: TITLE IV APPEAL

In accordance with Federal Regulations, I hereby request that a waiver from the Satisfactory Academic Standards be granted to me. I understand that if my request is successful, I will be granted a one-term probation period to improve my academic record to meet the standards of my degree. I understand that I must adhere to the Academic Plan outlined by the Academic Advisor.

B. Please explain what has changed in your circumstances that will enable you to successfully meet satisfactory academic progress standards at the end of the term.
C. Student Academic Plan

Please check the appropriate box(es) below:

I will attempt a maximum credit load of _____ credits in the ______ term.

☐ I will complete (earn) a minimum of _____ credits successfully in the ______ term.
☐ At the end of the ______ term I will earn a cumulative minimum GPA of _____.
☐ Other _____________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________                         _________________
Student’s Signature               Date

_________________________               _________________
Authorized Signature             Date

Academic Advisor

D. Additional Financial Resources:

If you would like to be considered for Public Benefits eg. Food Stamps, Legal Services, Personal Financial Coaching, please check the appropriate box.

☐ YES
☐ NO

If the “YES” box is checked, a staff member will contact you.

Generalist Services Intake Use Only:

__________________________              ____________________               _______________
Staff Name (Print)               Staff Signature                Date

Financial Aid Appeals Committee
 Authorized Signature

Approved        Denied                        _______________

Date