If you feel there were extenuating circumstances that led to your inability to maintain satisfactory academic progress for financial aid, you may appeal by returning this form and all supporting documents to the Office of Student Financial Planning (OSFP).

Instructions:
Your appeal should include the following:
1. Describe the specific reason(s), events, or circumstances why you did not meet the academic progress requirement.
2. Provide a specific plan of action to improve your academic progress.
3. Provide documentation to support your appeal.
4. Provide documentation from your academic advisor.

In the section below please describe what directly contributed to your not meeting the satisfactory academic progress requirements. Specific dates of the events (in case of accidents or illness, etc.) should be included. If your academic problems developed over multiple semesters you should explain the circumstances for each semester. Provide your specific plan of action to improve your progress. You may attach a separate sheet of paper for additional space.

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Please note: You may be required to submit further documentation to complete your appeal file. Your financial aid eligibility will not be reevaluated until all requested documents have been received. Submitting this form does not guarantee your appeal will be granted, or that your aid eligibility will be reinstated. Appeals are reviewed by a committee; the committee’s decision is final.

Statement of certification: I certify that the information provided on this form and the attached documentation is accurate and true to the best of my knowledge. I understand that my academic advisor may be consulted in the review of this appeal.

_________________________  ___________________________  ___________________________
Student Signature                  Date                        Academic Advisor Signature          Date