

PROCEDURE FOR SUBMITTING ACADEMIC PROGRESS APPEALS TO THE FINANCIAL AID OFFICE

All appeals must be made in writing and submitted to the Financial Aid Office as follows. Failure to follow procedures could result in your appeal not being considered. An appeal is a request for an exception to the policy. Approval is not automatic, and it is not guaranteed.

1. Your request must be neatly and legibly typed.
2. All appeals must state the reason(s) for consideration for an exception to the policy, not the reason(s) you need more money. We want to know why your aid is on probation / suspension, your specific problem, and why you are appealing.
3. All extenuating circumstances must be clearly stated and explained. If additional documentation is required, you will be notified.
4. If you are asking for an extension of financial aid past trimester 10, you must submit documentation showing what you still need to finish, and the length of time you can reasonably expect to complete the requirements.
5. Include in your appeal the specific time frame for which you are requesting consideration. For example: "I am requesting an extension / reinstatement of financial aid for the Spring '07 trimester because...."

Remember. When you submit an appeal, you are requesting that an exception to an official policy be made. Please be sure your request is carefully thought out and planned, and that you really might qualify for an exception. The Financial Aid procedures are designed to help you achieve your educational and professional goals while maintaining sound federal and fiscal policies for financial aid administration. If you need help planning your appeal, please talk to one of the Financial Aid Counselors.

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