TO APPEAL YOU MUST DO THE FOLLOWING

A. Submit a letter explaining what extenuating circumstances prohibited you from meeting the Satisfactory Academic Progress requirements. You must submit appropriate third-party documentation from official sources (i.e.: doctor, hospital, court, psychologist, etc.) which verifies your special circumstances as presented in your appeal letter.

B. Submit a letter explaining what changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements.

C. Meet with your academic advisor and have your advisor complete the academic plan for the next term.

D. Submit all documents to the Financial Aid Office.

E. You will be notified in writing concerning the acceptance or denial of your appeal.

ACADEMIC PLAN

TO BE COMPLETED BY ADVISOR

Please encourage the student to be realistic when planning the number of credits for the next semester. The student’s eligibility for financial aid will depend on meeting the enrollment goals set below for the next term.

Academic Plan for Next Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: __________________________ Date: _______________________

Advisor Signature: __________________________ Date: _______________________
Term: Fall Spring Summer Year:______________

Check all current SAP Violations:

___ Cumulative G.P.A. < 2.0.
___ Completed < 67% of Attempted Credits.
___ Suspended from a program
___ Attempted more than 150% of required credits without earning a degree.
Cumulative Attempted Credits: ______

Was student on SAP Probation before the beginning of the last term? Yes No __________

Resolution:

___ Change of Program ______ Dual Degree

___ Suspension appeal and accepted

___ Attempted more than 150% of required credits and earned a degree

Degree and Date

___ Corrected Maximum Attempted Credits: ______

= 150% (required program credits _____ + required remedial credits____)

Reviewer Notes:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Decision:

___ (P) Probation ______ (N) New Program (2nd or 3rd degree) ___ (OK) Problem Resolved
___ (C) Changed Degree Goal ___ (DM) Denied - Over 150%
___ (PC) Probation Continued ___ (D) Denied

Financial Aid Director Signature: ____________________________ Date: ______________