Satisfactory Academic Progress Appeal Form

Student Information: ________________________________ M#: __________________

I. Student Information: Please select and complete the option(s) that best describes your situation. To view your current academic standing you will need to access Tigernet.

☐ I am appealing my ineligibility due to my failure to meet the required cumulative GPA standard.
☐ I am appealing because I failed to meet the required 67% PACE Rate.
☐ I am appealing because I have exceeded or I am approaching the maximum number of credit hours allowed to continue receiving financial aid.

II. Reinstatement Request Type: Please select and complete the option that best describes the mitigating circumstances that has contributed to your academic difficulty and follow the instructions for that category. With this form, attach your letter outlining the situation which impacted your academic endeavors and please attach the recommended documentation.

☐ Death of an immediate family member (parent, sibling, child, spouse).
   o Submit a letter explaining in detail your relationship and date of death, what steps you have taken to support your efforts to achieve SAP, what changes you have made(will make) to ensure academic success if your appeal is granted.
   o Attach a photocopy of the appropriate documentation.

☐ Serious illness or injury to student or immediate family member (parent, grandparent, sibling, child, spouse, in-law).
   o Submit a letter explaining in detail the nature and dates of the illness or injury, how the circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
   o Attach a statement from the physician explaining the nature and dates of the illness or injury.

☐ Significant trauma in student’s life that impaired the student’s emotional and/or physical health.
   o Submit a letter explaining in detail the nature and dates of the illness or injury, how your life circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
   o Attach supporting documentation from a third party (physician, social worker, psychiatrist, police, pastor, etc.)

☐ Maximum Timeframe
   o Submit a letter explaining in detail the circumstances that have caused you to not complete your degree within the allotted timeframe, how your life circumstances have changed to now support your efforts in completing the remaining coursework by your estimated date of graduation, and what you will do differently to ensure academic success if your appeal is granted.
   o Attach a completed (by you and your advisor) Academic Advisor Assessment Form.

☐ Other unexpected circumstance beyond the student’s control.
   o Submit a letter explaining in detail the nature and dates of the unexpected circumstance(s), how your life circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
   o Attach supporting documentation.

NOTE: Students who have been readmitted to the college after being academically dismissed remain in the same status for SAP as they were prior to dismissal. Appeals must be submitted within three weeks of notification of status. Decisions are rendered within 5 business date of the correctly completed appeal form.

By submitting this form to the Office of Financial Aid, I am requesting reinstatement of my financial aid eligibility. I understand that appeal decisions are made on a case by case basis and that my appeal may be denied.

Student’s Signature ___________________________ Date 1/2/2019