

SATISFACTORY PROGRESS APPEAL REQUIREMENTS

FINANCIAL AID APPEAL POLICY

Students have the right to appeal termination of aid eligibility due to unsatisfactory progress.

Federal regulations provide limited flexibility where a student can demonstrate mitigating circumstances, which contribute toward the student's lack of academic performance (e.g. illness or death in the family). In those cases where these circumstances can be documented, and the committee by majority vote approves the petition, the student may have their eligibility reinstated for one term. Eligibility for subsequent terms would be determined following an evaluation of performance for the reinstated enrollment term.

DEADLINES AND PROCEDURE

In order for an appeal to be considered by the committee for the current term, the following documents must be delivered to the Financial Aid Office no later than 10:00 a.m. on the first day of registration for that term OR 10:00 a.m. on one of the scheduled meeting dates (inquire at the Financial Aid Office).

REQUIRED DOCUMENTATION

GPA/Credit Hour Completion Appeal

1. Financial Aid Appeal Form
2. Letter from student (no longer than one page) explaining the circumstances for the termination, **how they plan to resolve these circumstances**, and why he/she feels they should be reinstated. Please include your current address.
3. A **working** copy of your academic transcript (MSU-N – may be a Banner WEB copy.)
4. Independent third party documentation for committee consideration. For example, if the reason are medical, a letter from a physician or copies of medical bills. **The letter should state the medical problem, when it occurred, and whether it will interfere with future school attendance. THIS DOCUMENTATION CANNOT BE FROM ANOTHER STUDENT, PARENT, OR SPOUSE.**
5. A plan of study **signed by the student's advisor** (see reverse of this page). The plan of study must list (minimum) the courses the student will take in **each remaining semester of the current school year**. The advisor may attach a copy of a department study plan as long as it is signed by them.

Length of Eligibility Appeal

1. Financial Aid Appeal Form
2. Letter from student (no longer than one page) explaining the circumstances for the termination, **how they plan to resolve these circumstances**, and why he/she feels they should be reinstated. Please include your current address.
3. A **working** copy of your academic transcript (MSU-N – may be a Banner WEB copy.)
4. A copy of your **major program sheet** signed by your advisor. The plan must outline **ALL** semesters remaining until graduation and provide an estimated graduation date.

****All letters and Appeal information submitted into the Financial Aid Office will be kept confidential****
APPEALS WILL BE DENIED IF ALL REQUESTED MATERIALS ARE NOT SUBMITTED. The Committee meets nine times during the year. Please check with the Financial Aid Office for dates and times.

Further Appeals: The decision of the committee may be appealed to the Dean of Students at the student's discretion.

I hereby authorize the Financial Aid Appeal Committee to contact my advisor regarding my appeal.

Signature: _____ Date: _____

PLAN OF STUDY

Student's Name

SSN

Students Address

Student's Major

Please list the courses the student will take for the next 2 to 3 semesters. Asterisk any repeat courses. (You may attach your advisors program sheet as long as it is SIGNED.)

****PLAN OF STUDY MUST BE SIGNED BY THE STUDENT'S ADVISOR****

FALL _____	CRS _____	SPRING _____	CRS _____	SUMMER _____	CRS _____
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
TOTAL _____		TOTAL _____		TOTAL _____	
FALL _____	CRS _____	SPRING _____	CRS _____	SUMMER _____	CRS _____
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	
TOTAL _____		TOTAL _____		TOTAL _____	

CERTIFICATION: The courses listed above are requirements for the student's degree.

EXPECTED GRADUATION DATE: _____

Advisor's Signature

Date