

ID # **A**

Name _____
(Last Name) (First Name) (MI)

I. FINANCIAL AID APPEAL PROCESS

To appeal for financial aid, a student must submit proof of extenuating circumstances, beyond the student’s control, that interfered with the successful completion of studies. Please note the following examples of extenuating circumstances and the appeal process.

Appeal Deadlines:

16-week and 12-week start: *Fall 2026 – August 18, 2026 *Spring 2027– January 12, 2027 *Summer 2027– June 4, 2027
All late start 8-week (2nd half): *Fall 2026 – October 16, 2026 *Spring 2027 – March 19, 2027

EXTENUATING CIRCUMSTANCE(S):

Please check for any EXTENUATING CIRCUMSTANCES

<input type="checkbox"/>	Injury or Illness	<input type="checkbox"/>	Extension of the 150% maximum timeframe
<input type="checkbox"/>	Involuntary Change in Work Schedule	<input type="checkbox"/>	Legal Matters
<input type="checkbox"/>	Death of an Immediate Family Member	<input type="checkbox"/>	Other:

PROCESS:

- A.** Attach a typewritten statement, which explains the following:
- What were the extenuating circumstances that prevented you from meeting academic standards?
 - What changes have occurred to improve the situation? Please include relevant dates, names and relationships if applicable.
- B.** Attach the following documentation supporting your extenuating circumstance(s):
- Provide supporting documentation (E.g., doctor’s statement, police report(s), obituary, eviction notice)
 - Financial aid academic plan agreement
 - Meet with an academic advisor and complete a probation contract or My Academic Plan (MAP). **(Check Archer Connect to determine which document is needed.)**

(Failure to provide supporting documentation will result in your financial aid appeal being denied unless you provide a reason for not providing supporting documentation in your appeal letter. In those instances, the appeal will be reviewed on a case-by-case basis.)

Please check yes or no on these items

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Have you attached a typed statement explaining when the above circumstance(s) occurred, and how the circumstance(s) resulted in performing below the minimum Satisfactory Academic Policy’s GPA and/or completion rate (PACE) requirements, for each semester of poor performance?

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<input type="checkbox"/>	<input type="checkbox"/>	Have you attached legal, medical, or other documentation sufficient to support your statements?
<input type="checkbox"/>	<input type="checkbox"/>	Have you included a section in your appeal outlining the steps you have taken, or changes which will allow you to make up deficiencies?

II. ACADEMIC PLAN AGREEMENT

Academic Plans/Contracts are required for students who are not making satisfactory academic progress in accordance with federal guidelines. Academic Plans are intended to help students regain financial aid eligibility while keeping them on a direct path to graduation. By submitting this Academic Plan/Contract with your appeal, you agree to follow the plan as written and successfully complete the courses as listed.

Your plan/contract will be monitored throughout the academic year to assist in determining your eligibility for financial aid. Failure to meet the conditions of the Academic Plan will result in you being ineligible for financial aid for the next period of enrollment (semester). Students who have appeals approved are placed on financial aid probation and must follow their Academic Plan to maintain their eligibility for financial aid, until they are back in good academic standing for financial aid purposes. Students on financial aid probation cannot change their major until they are back in good standing. Students who choose to change their major will have their aid terminated as a violation of their Financial Aid Academic Plan. The committee will assess all appeals based on documentation provided, as well as academic history. Students will be notified in writing of the committee's decision. All appeal decisions are final.

I HAVE READ AND UNDERSTAND THE INFORMATION ABOVE.

Student Signature: _____ Date: _____