

2016-2017 FASUSP Satisfactory Academic Progress Appeal Request Form



Section I: Instructions

There are three (3) required attachments which must be submitted with the appeal request form.

Attachment 1 Detailed Letter of Special Circumstances

For 1st appeals, including Max Hours, make sure your letter addresses **ALL** terms at each institution when you experienced academic problems or withdrawals. Your appeal letter must clearly detail all special circumstances that were **beyond your control, unexpected, and prevented your progress.**

*Examples of special circumstances include: death of a close family member, illness or injury to the student or close family member having a direct impact on your academic progress, or other unusual situations as determined by the financial aid appeals committee. The following are **not** considered to be special circumstances: felt overwhelmed, changed my work schedule, didn't like or had a conflict with my instructor, wasn't mature or ready for college, death or illness of friends, withdrew or stopped attending to avoid a bad grade, nobody told me, etc.*

For a subsequent appeal, explain semesters since the previous appeal when you did not pass all classes.

For Max Hour appeals, please explain why you have your total amount of attempted hours, such as dual-enrolled or transfer credits, previously completed another degree or certificate, or major changes, as well as any **semesters** when you did not successfully complete **all** courses.

The letter should include:

1. All unusual or special circumstances which caused you to be placed on Financial Aid SAP suspension,
2. An explanation of changes or measures that been taken to ensure progress in the future, and
3. Your educational goals as related to your major and future plans.

When possible, type your letter. The committee will not try to decipher poor handwriting.

You must sign and date your letter.

Attachment 2 Supporting Documentation

Documentation **must** be submitted in support of the personal statement. Appropriate documentation might include items such as copy of a death certificate or obituary, statements from physicians, letters from counselors or therapists, copy of a police report, court documents, etc. Letters must be on official letterhead and must be signed.

For Max Hour appeals, at a minimum, attach a copy of your unofficial transcript from Lighthouse. Additional documents must be submitted if there were semesters when all classes were not passed.

Attachment 3 Academic Plan Worksheet

In accordance with federal guidelines, a student requesting an appeal must meet with an academic advisor who will review and complete their academic degree plan. This will outline courses needed to graduate with your declared major. This academic plan must be signed and dated by the advisor and student.

FAFSA verification must be completed before your appeal will be reviewed. Also, grades for a current semester must be officially posted before an appeal will be reviewed for the upcoming semester. Please allow 15 business days for processing. A committee will convene to review your appeal. Results may be checked on your Lighthouse account and you will be notified of the decision by mail. Incomplete appeals will not be reviewed or may be automatically denied.