

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM FOR FINANCIAL AID

Appeal Deadline Dates:

Fall Semester – October 1st ● Spring Semester – February 1st ● Summer Semester – June 1st

Student Name (please print) Phone Number (including area code) Campus ID Number

Last semester attended _____ Semester for which aid reinstatement is requested _____

Degree Pursuing _____ Proposed Graduation Date _____

I. REASON FOR DENIAL OF FINANCIAL AID (check all that apply):

- 1. I am an undergraduate and do not have a cumulative GPA of at least 2.00 or I am a graduate student and do not have a cumulative GPA of at least 3.00. *If this appeal is approved, it may require follow up with an Academic Advisor to create a Satisfactory Academic Progress Degree Plan.*
- 2. I have attempted 186 undergraduate credits, or 81 master's level credits, or 136 master/doctoral combined credits (See extra documentation required in Section II below).
If you are in a degree-granting program that requires an excessive number of credits, please indicate the program here (e.g. DPT, PA, AUD, etc.): _____
How many credits are **required** for this program? _____
- 3. I have not completed 67% of the credits attempted in my prior semester of enrollment at CMU.

II. APPEAL INFORMATION REQUIRED – YOU MUST SUBMIT ALL OF THE FOLLOWING:

- ✓ A typed personal statement explaining why you failed to achieve satisfactory progress.
- ✓ The statement should include any relevant factors, such as serious personal illness; or illness and/or death of an immediate family member. Circumstances not considered to be mitigating are: work conflicts, lack of transportation; change in major or pursuit of a second major; or a minor illness of a student or family member.
- ✓ Third-party documentation supporting your appeal (e.g. signed note from doctor on professional letterhead if mitigating circumstance is related to personal illness; copy of obituary or death certificate if mitigating circumstance is related to the death of an immediate family member).
- ✓ Explain how your circumstances have changed, which will allow you to successfully make satisfactory progress.
- ✓ If #2 is checked in Section I, you must include in your written appeal a timeframe for what classes remain and when you plan to take them.
- ✓ If #2 is checked in Section I, you must include a copy of your graduation audit. Audits are completed only after you submit a graduation application. These audits are sent out by the Registrar's Office located in Warriner 212; (989) 774-3261. If you have not applied for graduation, you must submit a copy of your approved Degree Plan.

PLEASE NOTE: AN INCOMPLETE APPEAL WILL AUTOMATICALLY BE DENIED.

I understand that this appeal is for financial aid purposes only; it has no bearing on my matriculation status at CMU. I also understand that appeals are usually reviewed within 10-15 business days from the time the completed appeal is received by the OSFA. Any incomplete appeals will automatically be denied. I understand that I am responsible for any university bills (including late fees) that may be assessed to my account, regardless if my appeal is approved or not approved.

Student Signature (required) Date

Return this completed and signed appeal form with required documentation to the Office of Scholarships and Financial Aid at the address above.