

## Policy for Approving FA Appeals

### Guidelines

- I. Student should submit an appeal form obtained from the Financial Aid Office or a personal letter, describing the special circumstances that caused them to drop.
- II. Student can not have previously been granted an FA appeal.

### Circumstances for Appeal

1. Medical or emergency situations
2. Death of a family member
3. Drops occurred at least 5 years ago
4. Completion rate is above 50%
5. GPA is above 1.50
6. Student has returned and completed 12 hours in good standing with no drops

Student will be notified by mail of the decision of the FAO. In the event of approval, a letter is sent along with the award letter, advising them of their current status and giving them contact information for a counselor on the Student Development staff. The student will be encouraged to seek the services of our counseling staff to develop a plan for academic success. A record of this meeting and the plan developed will be kept in the financial aid file.

Students may remain on continuing probationary status as long as their GPA improves and they do not drop a class. If the student drops another class or the GPA declines while on FA probation, they will be suspended and no further appeals are possible.

Effective July 2007