You have been suspended from financial aid because you have not successfully completed the coursework for which you received financial aid. If you feel that this was the result of unusual circumstances beyond your control, you may appeal your suspension status.

**Examples of unusual circumstances:**
- Death in the immediate family
- Hospitalization or illness which required doctor’s care
- Other extenuating, *documentable* circumstances
- Separation, divorce or custody issues
- Disasters (car accident, fire etc.)

If you have had a previous appeal approved any subsequent appeal will be held to a higher standard and will be subject to tighter scrutiny.

Please allow one week for your suspension appeal to be reviewed. You will be notified of a decision by email.

### PLEASE ATTACH WRITTEN STATEMENT OF APPEAL

Attach a separate sheet and answer the following:
1. Describe thoroughly why you failed to complete the required credits/GPA.
2. If applicable, attach documentation that supports your written statement.
3. Explain how your circumstances have changed since the quarter you were suspended.
4. Explain what steps you will take to ensure a successful quarter.
5. Please submit this suspension appeal form with appropriate documentation to the Financial Aid Office.

***If you owe a repayment of financial aid, you will remain on suspension until it is paid in full.***

By my signature, I certify that this statement is accurate and complete. I understand that if my appeal is granted I may be put on extended probation and that I must meet the conditions placed on me at that time.

► **Student's Signature** ___________________________ **Date:** ___________________________
For Office Use Only:

Appeal # _____________  Qtr Suspended ___________  Qtr Planning to attend ___________  GPA Suspension Y / N _____________________

Cum/CL GPA ___________________  # Qtrs __________________________

FOR OFFICE USE ONLY:

☐ APPROVED

☐ Notes______________________________________________________________

Other:

Encouraged to reduce credit load to no more than ___________ credits or ____________ classes.

Do not enroll in self-paced or online classes: ______________________________________

Suggest repeating classes: ________________________________________________

Notes:______________________________________________________________

☐ DENIED

☐ Meet with an academic advisor to develop a plan showing the classes needed to complete degree. Attach a copy of plan to reinstatement request.

☐ Must successfully complete 5 credits (if in an undergraduate program) or 4 credits (if in a graduate program) using their own resources before requesting reinstatement. The credits must apply to their degree program.

☐ GPA less than 2.0 after six quarters of attendance (if in an undergraduate program) or less than 2.5 after six quarters of attendance (if in a graduate program).

______________________________________________________________

COMMITTEE:

Signature ___________________________ Date ________________  Signature ___________________________ Date ________________

Signature ___________________________ Date ________________