

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 _____