

**Fall appeals**

Priority deadline July 15
Final deadline September 30

Spring appeals

Priority deadline January 2
Final deadline February 28

Summer appeals

Priority deadline June 6
Final deadline July 15

NORTHWESTERN STATE UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID APPEAL FORM
Student Section

You are appealing to have aid returned for what semester? Fall 20 _____ Spring 20 _____ Summer 20_____

NAME _____ Student Campus ID Number _____

ADDRESS _____ PHONE: _____
(street name and number /P.O. Box)

(city, state, zip)

Reason for Appeal (check all that apply)

- Did not meet the required **2.0** cumulative GPA for undergraduate or **3.0** for graduate
- Did not pass the required cumulative 67% of attempted hours
- Student has attempted over the 150% of their degree program
- Academic Bankruptcy
- Failed Academic Plan

APPEAL INFORMATION MUST INCLUDE ALL OF THE FOLLOWING:

- *Statement by the student as to why academic progress requirements were not met.
- *Statement by the student giving a detail "plan of progress," as to how requirements will be met during the next semester should the appeal be approved.
- *Documentation to support the statement(s) as to why academic progress was not met (Examples can include hospital bills, death/birth certificates, police reports, etc.)
- *Statement from Academic Advisor indicating expected graduation date if you are in your final semester and/or over attempted hours for your degree program.

I understand that in order to appeal I must meet the academic progress standards by the end of the next semester. I also understand my appeal will not be accepted by the committee unless I have included the documentation listed above:

Student Signature: _____ **Date:** _____
Handwritten Signature Required

OFFICE USE ONLY

Previous Appeals _____ Last semester enrolled _____ Last Appeal Approved _____ Prior Balance _____

Classification: _____ **Degree Program:** _____ **Academic Bankruptcy** _____ Hours Enrolled _____

Current Cumulative Standing:
GPA _____ Att. Hours _____ Ern. Hours _____ % of completion _____ SAP Code _____

- Has the student correctly identified and included a statement why they did not make progress?
- Has the student included a statement on how they will make progress?
- Has the student included documentation?

APPEALS COMMITTEE ACTION:

- Returned to Student: Does not meet conditions in order to appeal (see attached) Approved with Conditions (See attached conditions)
- Approved for Academic Plan
- Denied (See attached)

Signature _____

Date _____

Satisfactory Academic Progress (SAP) is defined as:

- passing a required number of hours (67% of all hours attempted) and
- achieving a required grade point average (2.0 cumulative for undergraduate students and 3.0 cumulative for graduate students) and
- not being over attempted hours (150% of the published length of the students' degree program).

Academic progress will be reviewed at the end of each semester.

A student who did not meet SAP standards may appeal to the Student Financial Aid Appeal Committee.

In order for a student's appeal to be considered by the committee, the student must be able to meet the progress requirements (2.0 cumulative GPA for undergraduates, 3.0 cumulative GPA for graduates, 67% percent cumulative course complete, and not exceed 150% of degree program) by the end of that semester in which the student is appealing. Those that do not meet this criteria can appeal for an Academic Plan. All students must complete a financial aid appeal form that includes all of the following for the appeal:

1. Why did the student fail to make satisfactory academic progress
2. What types of extenuating circumstances existed and documentation of the situation.
3. What has changed in the student's situation that will allow the student to demonstrate progress at the next evaluation

There is no limit to the number of appeals a student can submit during their academic career. NOTE: If an appeal for a given semester is denied, the student can appeal one additional time for that semester – only if the student can submit new and updated information/documentation to go along with the appeal.

Appeals that are remitted after the priority deadline will not receive priority consideration, and the student should also make payment arrangements with the Cashier's Office for payment of fees incurred from the registration process.

How to Appeal

- Must be enrolled for the semester appealing to have aid returned
- Students must complete the appeal form entirely and return by the appeal deadline.
- Include the following documentations:
 - Why did the student fail to make satisfactory academic progress
 - What types of extenuating circumstances existed and documentation of the situation.
 - What has changed in the student's situation that will allow the student to demonstrate progress at the next evaluation

Examples of Extending circumstances:

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Other unexpected circumstances beyond the control of the student

Note: Circumstances related to the typical adjustment to college life are not considered as extenuating for purposes of appealing suspension of financial aid.

Examples of documentation to include with an appeal can be but is not limited to:

- Medical Bills
- Physician's notes
- Police reports
- Faculty Memos

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity. In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. Additionally, the University provides equal access to the Boy Scouts of America and other designated youth groups. Complaints or inquiries related to Title IX should be directed to the Director of Title IX Compliance & Title IX Coordinator, Julie Powell (318-357-5570), Room 306 of the Friedman Student Union or email obannonj@nsula.edu. In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in 128 Caspari Hall or email andersonje@nsula.edu. For student academic services, contact the Director of Access and Disability Support, Crissey Smith, (318-357-5460) located in Room 108-C Watson Memorial Library or email at smithcr@nsula.edu. For faculty/staff accommodations and services, contact Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu.