

Appeal Process for Mitigating Circumstances

A student who fails to meet one or more of the satisfactory academic progress requirements may submit a written appeal to the Financial Aid Appeals Committee. The student may appeal that result on the basis of his injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation.

If an appeal is approved, the student will be placed on Financial Aid Probation or Plan. The student will be notified by phone or in writing of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision of the Dean of Students in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

1. An appeal letter stating mitigating circumstances;
2. Documentation of mitigating circumstances. No documentation could lead to the Appeal not being processed.

This written appeal should explain reasons for noncompliance with the Satisfactory Academic Progress Standards, include an academic plan of study developed with her/his major advisor for bringing her/his grades into compliance with the policy, and steps that will be taken to prevent a reoccurrence of failure to meet SAP. If an appeal is approved, the student will be placed on Financial Aid Probation and awarded financial assistance for this period. Only one appeal per academic year may be submitted.

Mitigating circumstances include, but are not limited to, the death of an immediate family member or an extensive illness of the student or immediate family member for which the student is a care giver. Appeals may be submitted to the Office of Financial Aid up until approximately one week prior to term of planned attendance. The student will be notified of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision to the Dean of Students Affairs in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

Students' Rights and Responsibilities

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Office of Student Financial Aid.
- Students have the right to appeal financial aid decisions.
- Students receiving financial aid are responsible for registering only for courses that are in their degree plan.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Office of Financial Aid of any change in their enrollment status.
- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress Policy.