

GUIDELINES FOR MAKING AN APPEAL TO THE FINANCIAL AID & SCHOLARSHIP SUBCOMMITTEE

1. The appeal should include your name, W#, Social Security Number, and current address. It should be typed or neatly handwritten for the committee's review.
2. Tell the Committee what situation or event caused you to have the satisfactory progress problem that placed you in jeopardy of losing your financial aid, or the circumstances why you are making a deferment request, or a GPA review for your scholarship. Formal documentation is required for medical, death in the family, legal, or psychological appeals and must be submitted with the letter of appeal.
3. Give the details as to why you feel that such conditions no longer exist and that you will be able to make satisfactory progress toward your degree from this time on. For scholarship requests, explain how this request will not be necessary during the next semester.
4. Share your educational goals with the committee. Let them know your field of study.
5. You should tell the committee how many more semester hours that you will need to obtain your degree. Provide a schedule of courses you need to take.
6. You may add anything else that you feel has a valid bearing on your case. Emotional statements or pleas are not recommended. Be factual, deal with the issues.
7. If your suspension is a result of exceeding 189 attempted hours, you must obtain documentation from your department of study, the number of hours required to complete a bachelor degree, and must be submitted with the appeal letter.
8. Submit the appeal to the Financial Aid & Scholarship Office. The Subcommittee generally meets once a week. You will receive written notice of their decision within one-week.