

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Name: _____
Last First M.I. CWID Email Address

Your appeal will be reviewed upon submission of a completed and signed appeal request, with all supporting documentation attached. If your appeal request is incomplete, the appeal decision will be delayed and/or the request will be denied. Please review the Satisfactory Academic Progress (SAP) Policy on the web at http://finaid.mines.edu/Keeping-Your-Financial-Aid_1. Return this form along with your appeal and documentation to the Financial Aid Office or via email to finaid@mines.edu.

Reason for Appeal: (Please check all that apply)

1. _____ Unsatisfactory GPA (See SAP policy for clarification)
2. _____ Failure to maintain completion rate (See SAP policy for clarification)
3. _____ Exceeded the length of financial aid eligibility (attempted more than 150% of total hours needed to complete program)
4. _____ Failure to complete required number of hours (scholarship appeal)

Documentation:

Your appeal must be in the form of a written statement including the following:

- Outline the circumstances that prevented you from meeting the standards of satisfactory academic progress.
- Explain what has changed in your situation so you can now succeed.
- Attach additional documentation for extenuating circumstances which may include:
 - Birth/death certificates, obituaries, funeral programs
 - Medical records that corroborate illness and length of recuperation
 - Court documents
 - Statements from physicians, counselors
- Submit a copy of a degree audit signed by your academic advisor if you have exceeded the length of financial aid eligibility.

If your appeal references sexual misconduct or protected class discrimination or harassment, the Financial Aid Office is required to report allegations of this nature to the Title IX and Equity Compliance office in addition to considering your appeal on these grounds.

If your appeal is approved you may be required to complete an academic plan to maintain good satisfactory progress with the Financial Aid Office. An email will be sent to your Mines email address with the outcome of your appeal.