

Satisfactory Academic Progress Appeal Form

(PLEASE PRINT)

Name _____ ID# _____

Address _____ Phone _____

City _____ State _____ Zip _____ Email _____

This is an appeal for reinstatement for: _____ Academic Year (*Example: 2006-2007*)

INSTRUCTIONS

On the reverse side of this form, explain the reason for your failure to maintain satisfactory academic progress and your plan to successfully complete the required credits with the minimum cumulative GPA of 2.00 during the next semester. You should be specific about the reasons for your appeal and submit supporting documentation (Doctor's Statement, Letter from Employer etc.). **Your must also submit a letter of support from your Academic Advisor for all maximum allowable time frame appeals. Incomplete appeals, as well as illegible documents, will not be reviewed but returned unprocessed.**

Your appeal should consist of two parts.

- **In Part 1 - CAUSE**, clearly explain how the circumstances prevented you from meeting academic progress standards, indicating if the problem has been resolved.
- **In Part 2 - SOLUTION**, clearly explain how you will be able to meet progress standards in the future. Provide relevant dates and supporting documents from appropriate third parties, such as your academic advisor, instructors, doctors, counselors, clergy, tutoring services, etc.

The reason for failure to make satisfactory academic progress standards must be clearly beyond your control. The following conditions may warrant approval:

- Bereavement (Death of immediate family member, etc.)
- Medical Conditions or Illness
- Change in Academic Program
- Other extenuating circumstances

NOTE

- Appeals based solely on financial and/or emotional needs without sufficient documentation will not be approved.
- It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student.
- If you do not meet one of the hardships listed above, you are not eligible for an appeal.

Appeals will be reviewed weekly. Incomplete appeals will be returned to the student for completion of materials. When complete, they will be reviewed the following week.

You may apply for financial aid in anticipation of the approval of your appeal. If your appeal is denied, all financial aid will be canceled. If this appeal is being submitted for a term which has already begun, you should contact the ASU Business Office to make payment arrangements pending the final appeal decision.

FOR FINANCIAL AID OFFICE USE ONLY

This appeal is: APPROVED DENIED RHACOMM

(IF) APPROVED, for the following term(s): FALL _____ SPRING _____ SUMMER _____

COMMENTS: _____

 Signature of Director

 Date

