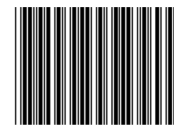


2015-2016 Satisfactory Academic Progress Appeal Form



Please complete and return to the Financial Services Office (*of the campus you plan to attend*)

I. Personal Information (Please Print)

Student Name: _____ UIN: _____

Address: _____
(Include City, State and Zip)

Telephone: _____ E-mail: _____

Quarter Appealing for Re-entry: _____ Do you Plan to Attend Summer Quarter? ☐ Yes ☐ No

Degree Pursuing: ☐ Certificate ☐ Associate ☐ Bachelor ☐ Post Bachelor ☐ Master's ☐ DBA

Major: _____

II. Deadline for Submission

Appeals must be submitted in writing (**WITH PROPER DOCUMENTATION**) to Financial Services no later than the following dates:

Summer 2015 – June 12, 2015

Fall 2015 – September 11, 2015

Winter 2016 – December 29, 2015

Spring 2016 – March 18, 2016

****Registered students, who are not notified of the violation prior to the deadlines listed above, must submit their appeal within 7 days from the date they are notified by Financial Services.**

III. Appeal Instructions (Please include your name and UIN on each piece of paper)

1. On a separate document, completely explain the special circumstance(s) for your appeal. Special circumstances are typically “unusual situations beyond the student’s control.” Review the second page for examples. Explain the following:
 - a. For a Pace violation – explain all F and W grades
 - b. For a GPA violation – explain all grades below a C (Graduate students explain all grades below a B.)
 - c. For a Maximum Timeframe violation – explain all classes in the “Additional Courses” and “Other Courses Not Used” sections of your step-plan

NOTE: Be sure to include an explanation for all quarters or timeframes when these situations took place. Any incomplete grades should also be explained as part of the appeal.
2. Federal regulations require that all special circumstances be resolved. The appeal must indicate how the special circumstances have been resolved.
3. Submit proper documentation to support the appeal. The documentation submitted should support the reasons and timeframe explained in the appeal. Appeals will not be taken to a committee for review without proper documentation.
4. Submit the appeal and documentation to Financial Services prior to the deadline indicated in Section Two.

IV. Student Certification

I certify that the information I have provided is accurate to the best of my knowledge. I understand that this appeal request form, my written explanation, the documentation submitted and the results of this appeal will be shared with the appeal review committee and will become part of my educational record at Baker College. I understand that if this financial aid appeal is accepted, I will be required to follow an academic plan and meet with the appropriate academic personnel to register for classes.

Student Signature: _____ Date: _____

For Office Use Only

Financial Service Advisor Initials: _____ Date Received: _____

EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION

This list is not all inclusive. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates in which you attended Baker College. Submitting an appeal with supporting documentation **does not guarantee** the student's appeal will be accepted.

Nature of Appeal	Recommended Documentation
Death of immediate relative	Obituary notice or death certificate
Illness of self or immediate relative	Signed doctor's note (must be on doctor's letterhead) Hospital records or bills with dates of stay
Car trouble	Repair bill (on letterhead) Title to new vehicle, bill of sale for car, etc. Bus schedule and registration card to show bus times coincide with classes
Divorce/separation	Divorce papers, signed letter from attorney (on letterhead) Signed statement from pastor or counselor (on letterhead) Copy of lease showing only yourself as the renter School records for kids showing different household for their father/mother
Job schedule conflict	Signed statement of schedule change or overtime hours worked from employer (on letterhead) Timesheets – must have company name printed on them
Childcare problems	Signed letter from current daycare center (on letterhead) verifying enrollment of the child. If it is a personal friend or relative, the letter must be accompanied by one other signed letter from a friend or family member aware of the situation.