



REQUEST FOR APPEAL-SUSPENSION for EXCEEDING 150% OF PROGRAM LENGTH.

Priority Deadline to appeal for Fall 2012	August 17, 2012	Final Deadline to appeal for Fall 2012	2 weeks from date of suspension
Priority Deadline to appeal for Spring 2013	January 4, 2013	Final Deadline to appeal for Spring 2013	2 weeks from date of suspension
Priority Deadline to appeal for Summer 2013	12 pm May 17, 2013	Final Deadline to appeal for Summer 2013	2 weeks from date of suspension

Due to the large volume of appeals submitted, it may take several weeks for all appeals to be reviewed. Once a decision on your appeal has been made, you will be contacted through your FalconNet email.

Student's name _____
FalconNet email _____

Student ID _____

Please check the term you are requesting an appeal ☐ ☐ Fall 2012 ☐ ☐ Spring 2013 ☐ ☐ Summer 2013

Please note the following:

- **Financial aid suspension is a serious situation that warrants careful examination of the causes and a plan of action. Each section on the reverse must be answered thoroughly. Attach additional documentation if needed, and all appeals must be submitted through this form. Incomplete sections will cause your request to be dismissed without consideration.**
- **You have been placed on Financial Aid Suspension for exceeding 150% of your program length. In order to maintain satisfactory academic progress for financial aid purposes, students must complete all degree requirements within 150 % of the normal length of the program (including transfer credits), or when it is determined that completion cannot be met within this time frame.**
- **You must meet with an Academic Advisor to complete and must attach a graduation check down/Academic Plan indicating the specific courses/credits required to complete your degree or certificate program prior to submitting this form. Please Note: If you are now accepted into a bachelor degree program, you must meet with a Faculty Advisor to complete the appeal form and graduation check down/Academic Plan.**
- **This is a one-time appeal for this degree program or certificate. If you change your major/degree prior to completion of this degree or certificate program, a second appeal will not be considered, and you will be suspended from receiving financial aid in the future.**
- **If your appeal is approved, you must successfully complete 100% of the credits you attempt each term, and earn at least a 2.0 term GPA (2.5 is required for BS in Education).**
- **Any credits attempted for course work not included on the list provided by your advisor will not be included in your enrollment status for financial aid and will reduce your approved credit hours allowed. You will not be eligible for additional hours other than those indicated by the advisor.**
- **Any course(s) you withdraw from or fail will reduce your approved credit hours, and you will not be eligible to appeal for additional hours. Once you exceed the number of appealed credit hours, you will no longer be eligible for financial aid**
- **The decision of the Appeals Committee is Final.**

IMPORTANT INFORMATION REGARDING YOUR FEE STATEMENT:

- If you had financial aid deferring the payment of your tuition and fees at the time your suspension was posted, your tuition and fees will continue to be deferred until a decision is made on your appeal, **if the appeal is submitted by the deadline.**
- If you **did not have** a financial aid award at the time your suspension was posted, you will either need to pay your charges or apply for a Falcon Loan. (See the Student Accounts Office for more information.)
- If your appeal is denied and you have unpaid tuition, fees and/or a book loan/voucher, **you are responsible for the payment.**

CERTIFICATION STATEMENT: I certify that the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documents explaining why I could not complete my degree within the normal time length, and what will be different about the upcoming semester. I must meet with an Academic Advisor to obtain a graduation check down. I understand if the appeal is approved, I must successfully complete 100% of the credits I attempt each term and earn at least a 2.0 term GPA (2.5 is required for BS in Education). I understand that I will be notified of the final decision through FalconMail, and the decision of the Appeals Committee is final.

Student's signature: _____

Date _____

The following sections must be completed and attach supporting documentation if required.

1. Please complete this section indicating the reason you were unable to complete your program within 150% of the normal length of the program.
2. Please complete this section indicating what steps you have taken in order to prevent the situation above from reoccurring.
(If left blank, appeal will be denied)

Please return the form to the Office of Financial Aid Services

FOR STAFF USE ONLY:

Faculty Advisor:

Student is now in a Bachelor degree program
and no longer has excessive hours.

Faculty Signature_____

Date_____

Academic Advising:

Student was in pre-code and has changed major to
_____and no longer has excessive hours

Advisor Signature_____

Date_____

OR

I have met with the student and advised the student of the number of credit hours/courses needed to complete his/her degree/program.
I have provided the student with a graduation check down.

_____# of additional credits required Advisor Signature_____ Date_____

SAP Appeals Committee:

☐ Approved for _____ of additional credit hours

☐ Denied _____

Signed _____

Date_____