

Financial Aid Satisfactory Academic Progress Appeal

If you have been suspended from financial aid for not meeting Satisfactory Academic Standards and your inability to meet standards was due to a mitigating circumstance, you may appeal the suspension. To appeal, complete this application in its entirety, attach the required supporting documentation, and return it to the Financial Aid Office. Failure to complete the appeal form and provide the required documentation will result in your appeal being denied. All appeals must be submitted before the first day of classes for the term in which the student is seeking financial assistance.

Last Name: _____ First Name: _____ ID _____

Phone: _____ E-mail Address: _____

Degree: _____ Major: _____

Expected Graduation Date: _____

Term for which you are appealing to receive financial aid: _____

Have you successfully completed any courses at BCU or another school **since** being suspended from financial aid? Yes or No

Appeal Reason and Documentation

Your appeal must be based on extenuating circumstances or events that were beyond your control. Not knowing about policies and requirements for satisfactory academic progress or unpreparedness for college coursework are not acceptable reasons for appeal. Indicate the reason(s) for your appeal below (check all that apply) and any documentation to support your reason.

- ☐ **Illness or Injury**—Serious illness including mental illness or injury experienced by you or an immediate family member that prevented you from successfully completing a term.
- ☐ **Death**—Death of a close family member or friend that impacted your ability to successfully complete a term.
- ☐ **Grade Change**—Failing grade or incomplete grade that has been updated to a passing or satisfactory grade.
- ☐ **Maximum Timeframe**- (This option is **ONLY** if you have exceeded 150% of your program's credits). Exceeded the maximum number of allowable credits attempted due to:
 - Working on a second bachelor's degree
 - Changed Majors
 - Transitioning from a Bachelor to a Graduate Degree
 - Transferred in credits that do not apply to the current program of study
- ☐ **COVID-19 Issues**—Pandemic-related issues such as illness, compliance with quarantine requirements, disruption to campus, move to online courses, added work hours, economic hardship, and need to become a caregiver or first responder during spring 2020 through spring 2023 semesters, that prevented you from being academically successful.
- ☐ **Other Unexpected Event or Circumstance**—An unexpected event or circumstance that was beyond your control that impaired your ability to be academically successful.

Student Appeal Statement

Please attach your detailed statement explaining the mitigating circumstances that prevented you from making satisfactory academic progress.

Explanation of Changes that Will Allow You to Be Successful

In order for your appeal to be considered, you must provide a detailed explanation of the changes you have made or that have occurred that will facilitate your academic success and allow you to meet the requirements for each term going forward. Please be specific. This may include things like seeking tutoring, working less hours, taking fewer credits, personal or health problems that have been resolved, or other changes that will help you succeed. You may include additional documentation to support your explanation.

Additional Information

Before submitting your appeal, please review the following information:

- Submitting this form does not guarantee the reinstatement of your financial aid eligibility.
- You will be notified of the outcome of your appeal by email to your BCU email account.
- Retaking courses previously completed with a passing grade will NOT count towards improving your academic standard.
- Your BCU bill cannot be deferred while you await the outcome of your appeal.
- The decision of the Financial Aid Office cannot be appealed. However, you may submit a new appeal if you have additional documentation that you did not include in your original appeal.
- If you are appealing to receive financial aid for a future term, your appeal will not be reviewed until your courses for any prior terms have been graded.
- In some circumstances, appeals may contain information related to sexual harassment, sexual misconduct, and other forms of sexual discrimination. According to the Briar Cliff University System policy, any incident of sexual harassment of any kind, including sexual assault committed against students, must be reported to the University Title IX Coordinator. Any documentation you may provide may be submitted to their office.

Certification

By signing below, I certify that the information provided in this appeal including the supporting documentation is accurate to the best of my knowledge: and I acknowledge that I have read and understand the information provided in the *Additional Information* section above.

Student Signature _____ Date _____

BCU Review (for office use only)

- ☐ Approved
- ☐ Not Approved

Status _____

Notes: _____

Reviewed By: _____ Date: _____