REQUEST FOR APPEAL-SUSPENSION for EXCEEDING 150% OF PROGRAM LENGTH-2014-2015

| Priority Deadline to appeal for Fall 2014 | August 21, 2014 | Final Deadline to appeal for Fall 2013 | 2 weeks from date of suspension |
| Priority Deadline to appeal for Spring 2015 | Jan. 8, 2015 | Final Deadline to appeal for Spring 2014 | 2 weeks from date of suspension |
| Priority Deadline to appeal for Summer 2015 | TBA | Final Deadline to appeal for Summer 2014 | 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 ___________________________       Student ID ___________________________
FalconNet email _____________________________

Please check the term you are requesting an appeal □ Fall 2014 □ Spring 2015 □ Summer 2015
This appeal is for completion of program __________________________________________

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, 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.

- If your appeal is approved, a graduation check down/Excessive Hours Academic Plan indicating the specific courses/credits required to complete your degree or certificate program will be emailed to you through your FalconNet account. Your SAP status will not be updated until the signed Excessive Hours Academic Plan is submitted to the Financial Aid Services Office.

- 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 or take courses not required for the major/degree specified on the plan, 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 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. 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.

Section A:

Please indicate the circumstances that have caused you to be suspended. Your appeal will be considered if you have experienced one of the circumstances listed below, and have attached supporting documentation.

- Death of Immediate Family Member
- Serious Illness/Injury (resulting in excessive absences)
- Unforeseen Emergency*
- Non-Voluntary Military Activation
*(Please note that the following are not considered to be an emergency: working too much, family issues, transportation issues, child birth/pregnancy issues, taking too many classes, problems with Math, pace of the class, financial issues, etc.)*

Section B: The following sections must be completed and attach supporting documentation.

1. Please complete this section indicating the reason why you have exceeded 150% of the normal length of the program. For example, you are pursuing a second degree. *[Please note that the following are not considered as reasons to appeal: working too much, family issues, transportation issues, child birth/pregnancy issues, taking too many classes, problems with Math, pace of the class, financial issues, etc.]*

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).*

**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 understand that while the appeal is being reviewed, I will not be eligible for a book deferment, book voucher, or any type of fee deferment.** 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 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 __________________

**Please return to the Office of Financial Aid Services**

**SAP Appeals Committee:**

☐ Approved for _________ of additional credit hours  ☐ Denied

Signed ___________________________ Date __________________