



Satisfactory Academic Progress Appeal for Financial Aid

Student Name _____ Student ID Number _____

Satisfactory Academic Progress for financial aid is defined as:

1. Maintaining a cumulative GPA consistent with university graduation requirements
2. Staying on pace to graduate by earning 67% of cumulative attempted hours.
Pace is calculated by dividing cumulative hours earned by cumulative hours attempted
3. Completing your degree within a maximum time frame

If your appeal is approved on a probationary status, you have only one semester to raise your GPA to university standards and/or to be back on pace to graduate. You will become ineligible for financial aid after that semester if you cannot meet these standards.

If it will take more than one semester to regain the required pace and/or cumulative GPA, then your academic advisor must submit an *academic plan* that shows your required courses, what semester you will take them in, and your expected graduation date. If your appeal is approved, your progress will be checked against this plan each semester and if you deviate from it, you will lose financial aid eligibility and will need to re-appeal.

You will need to provide a typed statement explaining the extenuating circumstance(s) as to why you did not maintain satisfactory academic progress and showing what has changed in your situation that will now allow you to make satisfactory academic progress. **Your appeal must include supporting documentation, submitted at the same time you submit your appeal, or it will not be reviewed.** For 2nd or 3rd appeals--each appeal must include a new/different circumstance than was documented in the original appeal.

Important: If you have been academically disqualified from the university, there is a separate appeal process in addition to this financial aid appeal. Being reinstated to the university does not mean you are eligible for financial aid.

The priority submission date for Fall Semester appeals is **July 15**
The priority submission date for Spring Semester appeals is **November 15**

When do you wish to be reinstated for aid eligibility? Semester _____ Year _____

Have you previously submitted a financial aid appeal form? ☐ Yes ☐ No

If yes, for what year/period of enrollment? _____

Have you been academically disqualified from Ball State? ☐ Yes ☐ No

If yes, for what year/period of enrollment? _____



Satisfactory Academic Progress Appeal for Financial Aid

Step One: Condition of Denial

You have become ineligible for financial aid due to one or more of the following conditions (please mark all that apply):

- ☐ You were academically dismissed because your GPA did not meet university graduation requirements.
- ☐ You have not maintained pace to graduate by failing to earn 67% of attempted hours.
Pace = cumulative hours earned/cumulative hours attempted
- ☐ You have reached your maximum time frame.
This time frame cannot exceed 150% of the credits required for completing your degree.

Step Two: Required Documentation

Mark all that apply to your situation and attach the required documentation.

- ☐ **Illness or Injury**
The student, your spouse, or your dependent children were injured or ill for an extended period of time.
Required Documentation:
 1. A typed statement from you explaining the extenuating circumstance(s) including the name of the person injured, relationship to you, nature and dates of the illness/injury, name of the health care professional who provided care.
 2. A signed statement from the appropriate health care professional, on their letterhead.
- ☐ **Death in the Immediate Family** (parent/legal guardian, spouse, sibling, dependent)
Required Documentation:
 1. A typed statement from you explaining the circumstance(s) including the name of the deceased, relationship to you, and date of death.
 2. Photocopy of the death certificate.
- ☐ **Other**
Required Documentation:
 1. A typed statement from you explaining the extenuating circumstance(s).
 2. Appropriate documentation substantiating the reason(s) for lack of Satisfactory Academic Progress.
- ☐ **Maximum Time Frame Expired**
You have exhausted your eligibility for financial aid. You are expected to complete degree requirements within a maximum time frame, based on your attempted credit hours.
Required Documentation:
 1. A typed statement from you explaining the extenuating circumstance(s) preventing you from completing your degree within the allotted time frame.
 2. An academic plan submitted by your academic advisor.

Return this signed form and all required documentation to the Office of Financial Aid and Scholarships at finaid@bsu.edu or to our office directly at Lucina Hall 245.

CERTIFICATION STATEMENT: You must read and sign this statement. I certify that all of the information provided on this letter and on the attached documentation is accurate and complete. If I purposely give false or misleading information, I may be fined \$20,000, sent to prison, or both.

Student Signature _____ Date _____