When a student has suffered the death of an immediate family member, a personal illness or injury, or believes other extenuating circumstances have prohibited the student from meeting Satisfactory Academic Progress (SAP), the student may initiate an appeal to the MSU Financial Aid Office SAP Committee, as follows:

1. Submit the SAP “Appeal for Financial Aid” form (at attached, or available at http://www.mwsu.edu/assets/documents/finaid/fao_96sap.pdf) along with other appropriate documentation to support the student’s detailed written request for a waiver of SAP requirements. Other documentation may include medical records, an obituary, letter of support from family/friend who is aware of the student’s circumstances, etc....

2. Within sixty (60) working days from receipt of the Appeal form and supporting documentation, the MSU Financial Aid Office SAP Committee will respond to the student in writing as to the disposition of the appeal.

3. If the appeal is APPROVED by the MSU Financial Aid Office SAP Committee, the student’s financial aid eligibility will be determined and/or disbursed; and, the student will be advised if additional requirements must be met as deemed appropriate by the Committee, which may include, but is not limited to, reduced course load, academic advising, counseling, etc....

4. If the appeal is DENIED by the MSU Financial Aid Office SAP Committee and the student believes the appeal was unjustly denied, the student may submit an additional appeal and request to appear before the Financial Aid Advisory Appeals Committee (FAAAC):

   • The FAAAC is comprised of three full-time faculty members, the Associate Registrar, two student representatives and a MSU Financial Aid representative (the latter serving as ex-officio, non-voting).

   • Beginning Fall 2016, the additional appeal to the FAAAC must be initiated by the student within 90 days from the date of the original denial by the MSU Financial Aid Office SAP Committee.

5. The student must submit a written request to the Vice President for Student Affairs (located in Clark Student Center Room 108) to include the student’s full name, Mustangs ID and an explanation of the student’s circumstances, including why the student feels the appeal is unjustly denied.

6. Within ten (10) working days from receipt of the appeal from the student, the FAAAC committee will meet separately with -

   a. the Director of Financial Aid, or designated representative, who will present documentation to support the denial of the student’s request, AND

   b. the student, who will be given the opportunity to explain why he/she feels the appeal was unjustly denied.

7. Within five (5) working days after the FAAAC has met with both the student and Director of Financial Aid, or designated representative, the disposition of the appeal will be sent to the student in writing.

8. The decision of the FAAAC is final.
Satisfactory Academic Progress
Appeal for Financial Aid

__________________________________  __________________________________
Student’s Last Name                  Student’s First Name               Mustangs ID

Students may use this form to request a re-evaluation of suspension of financial aid. Students must return this appeal form and all required supporting documentation to the Financial Aid Office (FAO). Appeals are reviewed by the FAO Appeal Review Committee within 60 days of receipt of all requested documentation. Students are notified of the outcome of their appeal via email within 5 business days after Committee review.

I am requesting this appeal to receive financial aid beginning with semester (check one):

☐ Fall 20 _____    ☐ Spring 20 _____    ☐ Summer 20 _____

STEP 1: Check the appropriate box(es) below that best describes the situation for which you are seeking an appeal.

STEP 2: Attach documentation as outlined below and/or other documents you feel are relevant to your situation. You must provide a Personal Letter, which is your own detailed explanation of the event(s) with appropriate reference to specific dates and/or time periods. Your Personal Letter must also indicate what actions or steps you have taken or plan to take to prevent repetitive failure of SAP policies.

☐ Medical Circumstance: Extenuating medical circumstances of the student or immediate family member that hindered the student’s ability to meet Satisfactory Academic Progress while enrolled at MSU.
   • Supporting documentation such as: doctor or hospital bills, insurance benefit statements, letter from healthcare provider, etc.

☐ Personal Circumstance: Extenuating personal circumstances may include personal crisis issues, family crisis situations or the death of a relative or close friend.
   • Supporting documentation such as: death/birth certificates, letter from other party who can attest to your statements, professional/pastoral counselor reference letter, medical professional reference letter, official or legal documents such as police reports, attorney statements, etc.

☐ Maximum Attempted Hours Requirement: Students may have exceeded maximum eligibility of hours due to the number of transfer credit hours, changes in the requirements for specific degree programs, seeking dual degrees, or for other academic or personal situations.
   • Explanation of reason for requiring excess hours is required from your academic advisor. This statement should also indicate the required number of hours remaining for completion of your degree.

☐ Other (please explain): __________________________________________________________

STEP 3: STUDENT CERTIFICATION STATEMENT

• I have attached a detailed letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress.
• My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress.
• I understand that I will be notified by email within 5 business days AFTER the FAO Appeal Review Committee’s decision.

Student’s Signature: ____________________________________________  Date: ______________________

FOR FINANCIAL AID OFFICE USE ONLY

Date Ready for Committee Review: ______________  Committee Decision: __________  Approved
   (ie: all documents received from student)          __________  Denied
                                                   __________  Incomplete

(FAO-96) Rev 11/17