

**SATISFACTORY ACADEMIC PROGRESS APPEAL
FOR FEDERAL FINANCIAL AID**

It has been determined that you are not making satisfactory academic progress toward graduation. Students that fail to meet the minimum standards of our Satisfactory Academic Progress Policy are not eligible for federal financial aid. By submitting this appeal, you are requesting that your extenuating or unforeseen circumstances (extended illness, death in family, divorce, etc.) be considered as a possible mitigating factor to determine if you may be reinstated for federal financial aid (PELL, SEOG, Iraq/Afghanistan Service Grant, Federal Work-study, and Direct Loans) on financial aid Academic Plan or Probation. This appeal will also affect eligibility for OTAG and OK Promise. You must also indicate what has changed that will enable you to meet the academic standards at the next evaluation of your progress. Back to back appeals based on the same extenuating circumstances are not permitted.

THE FOLLOWING STEPS WILL BE FOLLOWED IN DECIDING YOUR APPEAL:

1. The Financial Aid Appeals Committee will review your appeal, evaluate your academic record, and determine if the appeal will be approved or denied. The committee will also determine if the circumstances that contributed to your failure to meet the academic progress requirements have changed so that you can be successful in your next semester of enrollment. The committee's decision is final. **If your appeal is approved, you will be required to make an appointment with your Financial Aid Advisor to discuss the terms of your Academic Plan or Probation. You must meet with your Financial Aid Advisor before your financial aid will be reinstated. During the semester of your Academic Plan or Probation, you must regain compliance with the requirements of the Satisfactory Academic Progress Policy or meet the terms of your Academic Plan.**
2. If your appeal is denied, you will not be eligible for financial aid from the Federal Title IV Programs until you meet the minimum requirements of the Satisfactory Academic Progress Policy. **Once you have regained compliance, you must request reinstatement in writing.**

INSTRUCTIONS:

1. **DEADLINE:** Appeals should be submitted prior to the fourth (4th) week of class. Appeals to receive aid for prior semesters will not be considered.
2. Complete and return the attached *SATISFACTORY ACADEMIC PROGRESS APPEAL FORM (page 2 of this form)*. **Attach a typed letter explaining the extenuating circumstances. Be sure to attach any required documentation.** If the committee denies your appeal, you will not be permitted to submit additional documentation at a later date. The committee's decision is final.
3. **If you are appealing because you have reached the maximum timeframe, you must document in your appeal why it is taking you longer than the maximum timeframe to complete a two-year degree.** An example of an extenuating circumstance which may cause a student to exceed the maximum timeframe is taking several prerequisites to prepare the student for his/her degree program, changes in major, etc. Financial Aid will request a degree check for appeals of the maximum timeframe.
4. Return all required forms to: Financial Aid Office, Murray State College, One Murray Campus, Tishomingo, OK 73460 or to MSC Administration Building A, 611 Veterans Blvd., Ardmore, OK 73401.
5. You will be notified in writing when the review of your appeal is complete.

FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM FOR FEDERAL FINANCIAL AID

NAME _____ STUDENT ID# _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE NUMBER _____

What is your next planned semester of enrollment? Fall semester _____
Spring Semester _____ Summer Semester _____

What is your current degree (major)? _____

What is your anticipated graduation date? _____

Which of the following resources have you used while at Murray State College? Mark all that apply:

<input type="checkbox"/> Personal Counseling Service	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Learning Resources Center in Library	<input type="checkbox"/> Assigned Advisor
<input type="checkbox"/> Workshops	<input type="checkbox"/> Other:

Attach a typed statement explaining the extenuating circumstances that kept you from meeting the Satisfactory Academic Progress requirements? Indicate the reasons. Examples of extenuating circumstances are hospitalization or extended illness, divorce, death of an immediate family member, etc. You must attach documentation to support your claim of extenuating circumstances when applicable. (Example: letter confirming medical treatment, confirmation of death in the immediate family member, divorce decree, etc.)

Include in the typed statement what changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Explain in detail.

The typed statement and supporting documentation must be attached to this signed Financial Aid Appeal Form.

This appeal will not be processed without supporting documentation if applicable.

Signature _____

Date _____