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 probation. This appeal will also affect eligibility for OKat 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 Financial Aid Administrator will notify you of the Financial Aid Appeals Committee’s decision. The committee’s decision is final. **If your appeal is approved, you will be required to make an appointment with your Financial Aid Administrator to discuss the terms of your probation and review your Academic Plan (if applicable). You must meet with your Financial Aid Advisor before your financial aid will be reinstated. During the probationary semester, 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. Students submitting appeals during peak busy seasons (such as the beginning of a semester) must be prepared to pay for tuition, fees, books, and on campus room and board through other sources since it is difficult to timely convene the committee during these busy times.

2. Complete and return the attached SATISFACTORY ACADEMIC PROGRESS APPEAL FORM (page 2 of this form). Print legibly in ink. **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.
NAME__________________________________________ SSN________________

ADDRESS___________________________________________________________________________

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:

☐ Personal Counseling Service   ☐ Tutoring
☐ Learning Resources Center in Library   ☐ Assigned Advisor
☐ Workshops   ☐ Other:

What extenuating circumstances 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 appropriate (Example: letter confirming medical treatment, confirmation of death in the immediate family, divorce decree, etc.)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Explain in detail:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature__________________________________________ Date____________________

(If needed, use back of page)