



2018-2019 Satisfactory Academic Progress Reevaluation/Appeal Request Form

Student Name _____ Student ID # _____ Phone _____

Mailing Address _____

Email _____ Date of Birth ____/____/____

Request to Reevaluate Suspension Status:

- I request that my suspension status be removed because I have improved my GPA or completed the required hours to remove my suspension status, **or**
- I have complete the course(s) for which I received a grade of "incomplete" and my transcript has been updated by the business office

Student's Signature

Date

Appeal of Suspension due to Extenuating Circumstances:

- I request to appeal my current financial aid suspension status due to extenuating circumstances that prevented me from making satisfactory academic progress.

IMPORTANT: All listed items must be attached for this appeal to be considered. If any documents are missing or incomplete, your appeal will be denied.

1. A written explanation of the unusual circumstances that prevented you from making satisfactory academic progress.
2. A written explanation of how the circumstances have changed and what your plan is to ensure future academic success.
3. Supporting documentation relevant to your request for waiving your financial aid suspension. (Examples: Doctor's statement, hospital records, divorce decree, death certificate, etc.)

I Have Read and Understand the Following:

- The unusual circumstances and associated documentation must occur during the term of your suspension.
- I understand that this is NOT an academic appeal and only pertains to my financial aid eligibility
- I understand this appeal must be approved to regain financial aid eligibility
- I am responsible for all charges on my account whether or not this appeal is approved
- I certify that all of the above information I provided is accurate

Student's Signature

Date

Return this completed form to:

Office of Financial Aid – Criswell College – 4010 Gaston Avenue - Dallas, TX 75246

Office of Financial Aid Use Only

Director's Decision: Approved Denied Memo Letter Sent
Programs Involved: Federal Institutional
Term Appeal Takes Effect: Fall 2017 Spring 2018 Summer 2018

Remarks:

Director's Signature

Date