

CROWDER COLLEGE

2018-2019 Financial Aid Suspension/Max Hour Appeal

Name: _____ Email: _____ Crowder ID #: _____

- **All appeals must be turned in no later than the Monday the week before classes begin.**

- **Check Semester you are appealing:** Fall 18 Spring 19 Summer 19

-- Have you ever received a financial aid appeal in the past? (Check one) Yes No

*If yes, what semester and year was a financial aid appeal approved? _____

A student who has failed to meet the standards of Satisfactory Academic Progress (SAP) or has exceeded the Maximum hour limit may submit an appeal under the following extenuating circumstances:

(e.g., injury, illness, death of relative, other special circumstances)

Poor performance and/or bad grades are not an acceptable reason for an appeal to be submitted.

- **Check the reason you are requesting an exception (check all that apply):**

- Did not meet cumulative GPA (2.0) requirement.
- Did not meet the required pace of 67% completion rate.
- Have exceeded or will exceed the maximum hour timeframe (98 attempted hrs. or 114 for OTA, Paramedic & Vet Tech. programs or 45 for certificate programs).
- Previous degree
- Other: _____

Deadline for Submission: No later than the Monday the week before classes begin.

Any appeal submitted after the deadline will automatically be denied and not reviewed. Prior semester appeals are not considered.

Required Documents: If any appeal is turned in incomplete without the required documents the appeal will be void. We may request additional documents be provided when appeal is under review.

Please **INITIAL** the following checklist as you complete them.

_____ - A **signed/legible** statement answering the following questions:

1. Why/when did you fail to meet Satisfactory Academic Progress Standards?
(Include- Months & Years) Tell your story/situation.
2. Have you dropped/failed any classes in the past? If so, please explain your reasons.
3. What has changed now from the semester where you were placed on suspension?
4. What have you done or how are you planning on being successful this coming semester?

_____ - Documentation* to support your reasons for not meeting Satisfactory Academic Progress.

_____ - Documentation showing changes that will make you successful in the upcoming semester(s).
(This could include doctor's notes, stable bills, stable job/ paystubs).

_____ - A Plan of Study & degree audit completed with your advisor for your required classes left to complete.

_____ - A Current year FAFSA and all Final Transcripts from other schools on file with Crowder Financial Aid.

*Documentation supporting your explanation. Acceptable documentation includes letters, medical reports, death certificates or other information from third-party sources that support your case.

Appeals are reviewed by the Financial Aid Director/Advisor. The outcome of an appeal will depend on the nature of the circumstances, the quality of the documentation provided, and how well the student has displayed the ability to progress toward degree completion within a reasonable timeframe. Students are notified of the decision by email and letter.

-If an appeal is approved and the student is not enrolled for a period of one academic year then the appeal will become void.

SIGNATURE: _____ DATE: _____

****DO NOT DEPEND ON AN APPEAL DECISION FOR FINANCIAL AID ARRANGEMENTS FOR THIS CURRENT SEMESTER** CONTACT THE CASHIER'S OFFICE FOR SETTING UP PAYMENT ARRANGEMENTS.**

Financial Aid Plan of Study

(To be completed with an advisor)

Student Name: _____ Crowder ID #: _____ Graduation Date: _____

Degree (Check): Certificate AAS AA AS Major/ Program: _____

- The major listed must match the major listed in My Crowder or we will not process the review until it is changed.

In measuring the timeframe required for Satisfactory Academic Progress toward a degree, students may only attempt up to a maximum of 150% of the **Required** hours for their program of study. Students must complete 67% of their total credit hours attempted. Coursework attempted during all semesters will be evaluated cumulatively for the required 67% completion and cumulative grade point average of 2.0 unless your degree requires a 2.75 GPA

Student: Please work with your advisor to determine how much work is necessary to complete your degree. Please contact an advisor to schedule an appointment to discuss your Plan of Study and a Detailed Degree Audit.

Advisor: Please list, by enrollment period, **only** those remaining courses **Required** for the completion of the student's current degree program. Include in the space provided, the complete course number (e.g. ENGL 101), applicable credit value, if the course is a repeat, and if the course is required or not required for their degree. Please return the completed Plan of Study Form to the Financial Aid Office with degree audit.

TERM: _____

	Course Name/Number	Repeat?	Hours	*R/NR
1				
2				
3				
4				
5				
TOTAL				

TERM: _____

	Course Name/Number	Repeat?	Hours	*R/NR
1				
2				
3				
4				
5				
TOTAL				

TERM: _____

	Course Name/Number	Repeat?	Hours	*R/NR
1				
2				
3				
4				
5				
TOTAL				

TERM: _____

	Course Name/Number	Repeat?	Hours	*R/NR
1				
2				
3				
4				
5				
TOTAL				

*R/NR = Required class or Not Required class

Student Certification:

I certify that the courses specified are **Required** for the completion of my current degree. I understand that any deviation from this Plan of Study must be pre-approved by the Financial Aid Office. Failure to follow this Plan of Study may result in Financial Aid Suspension. Degree Audit attached.

Student Signature

Date

Advisor Certification:

I certify that the courses specified are **Required** for the completion of this student's current degree. Attached is a detailed Degree Audit.

Advisor Name (Print)

Advisor Signature

Date