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**WEST VIRGINIA STATE  
 UNIVERSITY**

**FINANCIAL AID SUSPENSION APPEAL FORM**

**INSTRUCTIONS:** Complete this packet to appeal your **Financial Aid Suspension**. Your **Academic Advisor** must complete **page 2 (Academic Information)** and **page 3 (Academic Plan)**. Failure to submit all documentation and follow instructions will result in a delay in the decision of your appeal.

**STEP 1: Student Information**

Name: (Print)	(Student ID ) A#		
Address:	City	State	Zip Code
Home Phone:	Cell Phone:		
Email:			

**I wish to appeal the suspension of my financial aid for the reason(s) indicated below:**

- 1. Medical:** If a personal medical problem contributed to your failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
- 2. Death/Illness:** If the death or illness of an immediate family member contributed to your lack of satisfactory academic progress, please attach appropriate copies of medical records, death certificate, obituary etc.
- 3. Divorce experienced by you or your parent:** Provide a letter from the attorney on the law firms letterhead or copy of divorce decree.
- 4. Significant trauma in student's life that impaired the student's emotional and/or physical health:** Provide a detailed explanation regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc.
- 5. Other circumstances:** Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation.
- 6. Second Undergraduate Degree:** If you have attempted more than the "Maximum Hours" allowed for a Second Bachelor Degree, pages 2 and 3 must be completed by your Academic Advisor.

**Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered as extenuating for purposes of appealing suspension of financial aid.**

<b>Requirements for Appeal:</b>
The following requirements <b>MUST</b> be submitted to the Student Financial Assistance Office for your appeal to be reviewed.
1. Complete this form.
2. A signed statement explaining your extenuating circumstances.
3. Supporting documentation that confirms your extenuating circumstances.
4. An explanation of steps that will be taken to ensure that the minimum standards will be met at the evaluation.
5. An Academic Evaluation completed and signed by your Academic Advisor.
6. Submit the completed form to the Student Financial Assistance Office by the deadline.

**Important Notes:**

Tuition and fees are due at the start of each term. In order to avoid difficulties involved in late payment of tuition and fees, apply for the appeal promptly and observe the deadline dates.

**Check the Academic Calendar for start times for Fall and Spring.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**MUST BE COMPLETED BY ACADEMIC ADVISOR**

**Dear WVSU Academic Advisor:**

Maintaining Satisfactory Academic Progress (SAP) is one of the many federally mandated criteria reviewed in determining a student's eligibility to continue to receive financial aid. In order to remain eligible, the student must meet the quantitative and qualitative components. These are composed of a cumulative Grade Point Average (GPA), the successful completion of attempted credits hours (PACE), and a maximum time frame to complete his or her course of study.

The U. S. Department of Education does not believe it is appropriate for students who are not making progress towards program completion to continue to receive Federal Title IV Financial Aid. Students who are experiencing circumstances that interfere with their ability to meet SAP standards may appeal their financial aid suspension. Effective July 1, 2012, the student's appeal can be considered with the submission of a completed academic plan developed by the student and his/her advisor.

The academic plan must demonstrate an outline of the coursework and GPA necessary to achieve the minimum standards within a maximum of four (4) additional semesters of enrollment. The academic plan submitted should reflect realistic and attainable goals for the student. At the end of each semester, the student will be reviewed to ensure that he/she is following the plan. Please complete the following sections with the requested information so we can accurately assess this student's financial aid eligibility. Thank you for your assistance in this matter.

Sincerely,

Director of Student Financial Assistance

Student's Academic Information	
NAME	STUDENT ID:
1. DECLARED MAJOR:	
2. ANTICIPATED GRADUATION DATE:	
3. TOTAL NUMBER OF CREDIT HOURS REQUIRED FOR PROGRAM:	
4. Credit Hours Needed to Complete Program	
(Please include the current hours for which the student is enrolled)	

**OFFICE OF STUDENT FINANCIAL ASSISTANCE/WEST VIRGINIA STATE UNIVERSITY**

**125 Ferrell Hall, P. O. Box 1000, Institute, WV 25112-1000**

**304-204-4369 (phone) / 304-766-3335 (fax)**

**fadocs@wvstateu.edu.**

**Section 2 – Academic Plan**

Develop a plan including courses that the student must complete and the grades he/she must earn to ensure that he/she will make SAP within the timeframe provided. The number of semesters that it will take depends on the student’s situation; however, the plan may not exceed four semesters.

**Semester 1**

Course Name	Hours	Est. Grade
<i>Example Math 101</i>	<i>3</i>	<i>C</i>

**Semester 2**

Course Name	Hours	Est. Grade

**Semester 3**

Course Name	Hours	Est. Grade

**Semester 4**

Course Name	Hours	Est. Grade

By signing, I certify that I have discussed the academic plan contained in this recommendation with the student.

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Name of Dept. Chair \_\_\_\_\_