Please follow these three steps to appeal:

1. Complete this form and return it to the Financial Aid Office. Please note your financial aid file will not be reviewed until this appeal is completed and reviewed. All materials must be submitted by **August 14, 2015**.

2. Attach a typed, detailed description of the reasons why you were unable to successfully complete the courses you attempted. These circumstances must be extenuating (such as medical problems, recall to military duty or death of immediate family member or partner). A note from your health care provider must accompany all medical excuses. ALSO, describe how circumstances have changed so that you are in a better position to be academically successful.

3. Attach your completed academic plan. Instructions for completing an academic plan are attached to this form. If your appealed is approved, you must follow your academic plan to avoid future appeals.

Please Remember:

- Incomplete forms or forms without the appropriate documentation will not be accepted.
- Submit your appeal for the deadline
- **Transcripts with IP grades can not be reviewed.** You must complete any IP grades before submitting this appeal form.
- Sign and date this form.

STUDENT SIGNATURE________________________________ DATE____________