



## Appeal Preparation Tips & Guidelines

Create a strong appeal case: Save time and make the process easier by doing the following.

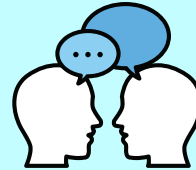
### What you need:



**Personal Statement**



**Documentation**



**Meet with Counselor**

\*If you've been dismissed and receive financial, you need to complete BOTH a CAS and a TIV appeal.

### **Personal Statement**

- **Opportunity to tell the Committee what was going on for you -**

State/answer the following:

1. Why are you appealing?
2. Explain what happened during the semester(s) that affected your grades/attendance.
3. How these circumstances have changed/improved so that they will no longer affect your studies.
4. What will you do differently to improve your academics in the future? What resources are you going to use?
5. Answer Sections 5 & 6 and explain all semesters in which you earned below 2.0 (for Title IV Satisfactory Academic Progress Appeal).

Example:

Dear Committee on Academic Standing,  
I am appealing to be reinstated /appealing my grades/appealing suspension of financial aid...

### **Documentation**

- **Evidence/proof of life circumstances beyond your control -**

Examples: Healthcare provider statements, proof of illness/injury, accident reports, death certificate, obituary, legal notices, proof of employment-related issues (e.g letter from employer, pay stubs showing changes in hours), letters from community/religious leaders who know your situation

Requirements for letters submitted as documentation:

- A) Official with letterhead/stationery
- B) Have a signature
- C) Document dates should match time period described in personal statement

### **Meet with Counselor**

- **Discuss issues related to your academic success-**

**Note: Your appeal will be reviewed by the Committee on Academic Standing. The Committee will make a decision and notify you by email. Submission of this appeal form does NOT guarantee approval.**