



**BALL STATE
UNIVERSITY**

Office of Financial Aid
and Scholarships

**Satisfactory Academic Progress
Appeal Form for Financial Aid**

Student Name _____ Student ID Number _____

Important: If you have been academically disqualified from the university, there is a separate appeal process through the Registrar Office in addition to this financial aid appeal. Being academically reinstated to the university does not mean you are eligible for financial aid.

Satisfactory Academic Progress for financial aid is defined as:

1. Maintaining a cumulative GPA consistent with university graduation requirements;
2. Staying on pace to graduate by earning 67% of cumulative attempted hours. Pace is calculated by dividing cumulative hours earned by cumulative hours attempted; and
3. Completing your degree within a maximum time frame.

If your financial aid appeal is approved on a probationary status, you have one semester to raise your GPA to university standards and/or to be back on pace to graduate. You will become ineligible for financial aid after that semester if you do not meet these standards.

If you have reached your maximum time frame or it will take more than one semester to regain the required pace and/or GPA, your academic advisor **must submit** an academic plan. This plan must list the courses needed to complete your program of study, the semester and year in which you will take these courses, and your expected graduation date. If your financial aid appeal is approved, your progress will be checked against this plan each semester. **You will lose financial aid eligibility if you deviate from this plan.**

Provide a typed statement explaining the extenuating circumstance(s) that prevented you from maintaining satisfactory academic progress. Extenuating circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make satisfactory academic progress. Also, explain how your circumstances have changed allowing you to now make satisfactory academic progress.

Your appeal must include supporting documentation, submitted at the same time you submit your financial aid appeal, or it will be denied.

Under Title IX, we are required to report all incidents of sexual violence to our Title IX Coordinator. All relevant details are required to be shared.

Priority submission dates: Fall Semester - **July 15**, Spring Semester - **November 15**

Anticipated Graduation Date _____

When do you wish to be reinstated for aid eligibility? Semester _____ Year _____

Have you previously submitted a financial aid appeal form? Yes No If yes, when? _____

Have you been academically disqualified from Ball State? Yes No

Step One: Condition of Denial

You have become ineligible for financial aid due to one or more of the following conditions (please mark all that apply):

_____ You were academically disqualified because your GPA did not meet university graduation requirements.

_____ You have not maintained pace to graduate by failing to earn 67% of attempted hours.
Pace = cumulative hours earned/cumulative hours attempted

_____ You have reached your maximum time frame. This time frame cannot exceed 150% of the hours required for completing your degree.

Step Two: Required Documentation

Mark the box(es) that apply to your situation and attached the required documentation.

Failure to provide documentation will result in automatic denial.

_____ **Illness or Injury**

The student, your spouse, or your dependent children were injured or ill for an extended period of time.

Required Documentation:

1. A typed statement from you explaining the extenuating circumstance(s) including the name of the person injured, relationship to you, nature and dates of the illness/injury, and name of the health care professional who provided care.
2. A signed statement on letterhead from the appropriate health care professional.

_____ **Death in the Immediate Family** (parent/legal guardian, spouse, sibling, dependent)

Required Documentation:

1. A typed statement from you explaining the circumstance(s) including the name of the deceased, relationship to you, and date of death.
2. Photocopy of the death certificate.

_____ **Other**

Required Documentation:

1. A typed statement from you explaining the extenuating circumstance(s).
2. Substantiating documentation.

_____ **Maximum Time Frame Expired**

You have exhausted your eligibility for financial aid. You are expected to complete degree requirements within a maximum time frame based on attempted hours.

Required Documentation:

1. A typed statement from you, including documentation, explaining the extenuating circumstance(s) preventing you from completing your degree within the allotted time frame.
 2. An academic plan submitted by your academic advisor.
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Return this signed form and the required documentation to the Office of Financial Aid and Scholarships, Ball State University, Lucina Hall Room 245, Muncie, IN 47306 or fax to 765-285-4247.

CERTIFICATION STATEMENT: You must read and sign this statement. I certify that all of the information provided on this letter and on the attached documentation is accurate and complete. If I purposely give false or misleading information, I may be fined \$20,000, sent to prison, or both.

Student Signature _____ Date _____