

Student Name _____ Date _____
Student Email _____ Phone _____
Address _____

Year and Term in which aid was suspended: _____

Number of Credits attempted for the last completed term: _____

Number of Credits earned for the last completed term: _____

Reason for suspension (check all that apply):

- I have not maintained the minimum grade point average required for the number of credits I have attempted.
- I have not complete 75% of the credit hours I have attempted.
- I have not obtained my degree objective within 150% of the normal time frame (e.g. 12 semesters for a bachelor’s degree.)

The following information is required in order for an appeal to be considered:

- A personal statement explaining why you failed to achieve satisfactory academic progress AND an explanation of how circumstances have now changed to allow you to meet satisfactory academic progress standards;
- Documentation supporting circumstances noted in personal statement;
- An Academic Recommendation (To be completed with an advisor or other academic official)
- Academic Matriculation Plan (To be completed with Dean of Student Success)
- An action plan that will lead to academic success (Completed with Dean of Academic Success)

The following is an explanation of appeal procedures and processes

Students on academic suspension are also on financial aid suspension. If you file an appeal, you will be simultaneously appealing both your academic suspension and your financial aid suspension.

Your appeal will be made in writing (using this form) to the director of financial aid. **Your appeal must be made one week prior to the first day of classes for the upcoming term.** To make the appeal, you should complete all parts of this form and provide all of the supporting documents requested within this form.

For an appeal to be successful, you must present evidence of special circumstances such as the death of an immediate family member or legal guardian during an enrollment period, your own serious injury or illness requiring lengthy recuperation during an enrollment period, or other documented circumstances beyond your control. Acceptable documentation would be physician statement regarding personal injury/illness, a death certificate, or third party statements from persons aware of other extenuating circumstances. The appeal must explain why you failed to make satisfactory progress and what has changed in your situation that will enable you to make satisfactory academic progress.

Written appeals will be considered on an individual basis. The director of financial aid will form a committee to decide on the appeal; members of the committee will be a faculty member, a student, an academic dean, a representative from the financial aid office, and the registrar. While ordinarily the committee will make its decision based on the written appeal made on the form "OVU Academic Suspension Appeal" and attached documentation, you may request to meet with the committee to further explain your reasons for the appeal.

If, based on the appeal, it is determined that you should be able to meet satisfactory academic progress standards by the end of the next semester for which financial aid is awarded, and the appeal committee determines the appeal should be granted, you will be placed on probation for the subsequent semester.

If, based on the appeal, it is determined that you will require more than one semester to meet satisfactory academic progress standards, and the appeal committee determines the appeal should be granted, you will be put on academic and financial aid probation and will be required to complete an academic plan. The academic plan should be developed with the dean of student success, and it must include information that will guide you towards meeting the university's satisfactory academic progress guidelines by a specific time. The academic plan will be housed in the Office of the Registrar, and your progress will be reviewed at the end of each semester to determine if you are meeting the requirements of your academic plan. If you are meeting the requirements of the academic plan, you will be eligible to receive financial aid as long as you continue to meet those requirements. If you want to change your academic plan, you must file an appeal with the dean of student success. When filing the appeal, you must explain what has happened to make the change necessary and how satisfactory academic progress will be achieved.

In any case in which financial aid eligibility is reinstated, you must continue to maintain satisfactory academic progress. Your academic progress will be reviewed at the end of each semester, as is consistent with the university's satisfactory academic progress policy. If you fail to meet the university's satisfactory academic progress guidelines or the specific requirements set forth in your academic plan after your financial aid eligibility has been reinstated, you will again receive a financial aid suspension and might permanently lose eligibility for financial aid.

If your suspension is denied, you may continue to take up to six credit hours per semester on a cash-only basis until good academic standing has been achieved.

Satisfactory Academic Appeal: Academic Review

This part of the Satisfactory Academic Appeal Form is used to assist the academic advisor or other academic official in providing information relevant to the request to continue eligibility for financial aid. This information will be used in review of the student's appeal.

Student Name _____ Date _____

Student Email _____ Phone _____

Address _____

College Level: Traditional College School of Professional Studies Graduate/Professional Student

Class Rank: Freshman Sophomore Junior Senior

Section 1 of

3

Current Cumulative GPA (CGPA): _____	Required Cumulative GPA
Current Term GPA: _____	First Semester – 1.6
<i>If current CGPA is satisfactory, go to next section.</i>	Second Semester – 1.7
	Third Semester – 1.9
	Fourth or more Semester – 2.0
Can this student reach the required CGPA average within one additional term of enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many credit hours must the student complete and what must the GPA be that term? Credit Hours _____ Term GPA _____	
If yes does the student have to repeat any courses under the D/F repeat rule? List the courses below. _____ _____ _____	

Section 2 of 3

Current Earned Hours _____ / Current Attempted Hours = Completion Rate
Required Completion for all students is 75%. <i>If completion rate is satisfactory, go to next section</i>
Can this student reach the minimum completion rate (75%) within one additional term of enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many credit hours must the student attempt and how many must the student successfully complete during one additional term of enrollment? _____ Attempt _____ Complete

If your response regarding GPA (Section 1) and/or completion rate (Section 2) is "NO", i.e. the student cannot meet GPA and/or completion rate in one additional term of enrollment, attach an academic

matriculation plan which outlines the course work and GPA necessary to achieve minimum standards within a maximum of three additional terms of enrollment. The plan should include specific course work, grades expected, and suggested terms of enrollment.

Section 3 of 3

Degree Program _____
Total number of credit hours required for degree program completion _____
Current number of attempted credit hours (including transfer work) _____
Projected number of additional attempted credit hours to achieve graduation _____
Is this within 150% of normal time frame for degree objective? <input type="checkbox"/> Yes <input type="checkbox"/> No

If your response regarding completing degree within 150% of normal time frame (section 3) is "NO", attach an academic matriculation plan which specifies the course work necessary to obtain degree. Extensions of the normal time frame are allowed if it results from a change of major (generally limited to 2 changes). Extensions are not granted if the student is attempting to reach a specific grade point average necessary for graduation or if the student has not met the 67% completion rate.

Other OVU Services recommended to maximize likelihood of academic success: (Check all that apply)

- Academic Tutoring
- Scheduled meetings with Dean of Academic Success
- Counseling Referral
- Scheduled meetings with advisor
- Study Skills Training
- Time Management Training
- Other _____

Complete the items below, and have student sign completed document. The student should submit all forms and documents to the Vice President for Academic Affairs.

I support I support with reservations I do not support an extension of financial aid eligibility for this student because: _____

I have discussed the academic requirements/academic plan contained in this recommendation with the student.

_____ OVU Academic Advisor/Academic Official Name	_____ Title
_____ Telephone	_____ E-mail Department/College

Signature

Date

I understand the academic requirements and/or academic plan recommended by the WVU Academic Official. If I intend to alter my schedule or deviate from the academic plan, I will contact the academic official and the Financial Aid Office. I understand that if I do not, further eligibility for financial aid may be denied.

Student Signature

Date

The OVU Financial Aid Office will review the student's academic record at the end of the enrollment period to determine if the student is meeting satisfactory academic standards or meeting the terms of the academic plan. Students who do not meet the standards or the terms of the plan will lose eligibility for aid immediately.