

Petition for Reinstatement of Financial Aid

Directions: You may appeal the disqualification of financial aid eligibility resulting from failure to meet the Satisfactory Academic Progress (SAP) criteria.

Note: Processing of this petition may take up to 2 weeks

- **Section A - Student Information.**
- **Section B - Check box indicating type of suspension.**
- **Section C - Type a statement regarding what happened and what has changed. Attach supporting documentation verifying the situation.**
- **Section D - Develop an academic plan with Advisor, reflecting coursework necessary to graduate. Advisor must sign or provide email approval.**
- **Section E - Student signature.**

Section A. Student Information

Name (First, Last)	Student ID Number
Email Address	Phone Number
Street Address	City/State/Zip
Semester petitioning: ____ Fall ____ Spring ____ Summer Year: _____	Program/Major(s) currently pursuing

Section B. Check Type of Suspension (indicated on suspension letter)

- Cumulative GPA below 2.0 minimum requirement
- Cumulative percentage completion below 66.67%
- Maximum Time Frame – if this is the only box marked, please attach documentation explaining your academic history, including why you have exceeded the max time frame criteria and not yet graduated. Also document specific coursework remaining each semester until graduation. **Skip Section C and D and complete Section E with signature.**

Section C. Explain Your Unusual/Extenuating Circumstances and Provide Supporting Documentation

- 1.) Attach a typed statement explaining the factors that caused you to fail to meet SAP standards. Be sure to address your progress in all terms where your progress was not satisfactory. The statement should also include what has changed since then to ensure your success.
NOTE: Extenuating circumstances **DO NOT** include immaturity, not knowing what you want to declare as a major, or lack of studying.
- 2.) Attach appropriate supporting documentation. Examples include:
 - If a family member or significant person in your life has died, please attach a copy of the obituary or death certificate.
 - If you, a family member, or a significant person in your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or police report, and/or hospital bill.
 - If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, lawyer, or other professional third party.
 - If you have reduced your work schedule to allow for more time in which to study, please provide a letter from your employer.

Section D. Academic Plan Approved By Advisor

Instructions: This plan should include anticipated coursework. It is not a grad plan, nor does it replace any grad plans on file. The student should work with their faculty advisor to develop this path to graduation. It is understood that courses listed may not be offered each semester and that course substitutions may occur. The student is not meeting minimum satisfactory academic criteria and this should be considered when determining the appropriate credit level. If a faculty advisor cannot be reached, please contact Leah Girard, Student Success Director, to assist with your plan (218) 333-6655.

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Advisor signature: _____

Date: _____

Section E. Student Certification

I understand by signing this form I am certifying that the information provided is true.

Student signature: _____

Date: _____