A. Satisfactory Academic Progress Appeal:
You have the right to appeal your financial aid suspension if you feel there were extenuating circumstances in your life that hindered your academic performance. **NOTE:** Extenuating circumstances do not include lack of funds, employment schedule, marital status, child care, transportation, failure to understand or adhere to college policy, or dissatisfaction with an instructor or course. Your appeal will be reviewed by a Committee. The notification of the Committee’s decision will be communicated through your CASC email account. If you do not currently have a CASC email account, the decision will be emailed to the email address or mailed to the address listed above.

I am appealing based on (check ALL that apply & attach appropriate supporting documentation):

- ____ Unusual Enrollment History (UEH)
- ____ Personal physical health or mental health issue: attach health provider’s statement.
- ____ Family/relationship crises: attach court or legal documentation.
- ____ Job loss: attach unemployment verification or employer termination letter.
- ____ Death of your parent, spouse, sibling, child, or other immediate family member: attach death certificate or obituary.
- ____ Recent academic success at another college or university: must submit official transcript to the CASC Registrar’s Office and have hours transcripted on the CASC academic transcript.
- ____ Other: _____________________________________________________________________________________

Please type and attach an explanation of the extenuating circumstances that caused you to fail to meet satisfactory academic progress and what has changed to allow you to make satisfactory academic progress at the next evaluation. You must include the Degree Evaluation for Financial Aid Suspension Form, completed and signed by the Admissions Office.

I understand that, should this appeal be granted, I may be placed on financial aid probation or on an academic plan with the receipt of financial aid for subsequent semesters contingent upon my academic performance during the probationary or academic plan period. I understand that the Committee’s decision is final.

B. Satisfactory Academic Progress Review:
If you believe you are meeting the GPA/Pace requirements of the SAP Policy and should be removed from Financial Aid Suspension, please attach an explanation and supporting documentation. **You must be meeting the GPA/Pace requirements of the SAP Policy to be removed from Suspension without appealing to the Financial Aid Committee.**

My signature certifies that everything I have stated is true to the best of my knowledge. Should the committee find anything provided in support of my appeal to be inaccurate, I understand that my appeal will be denied.

____________________________________________
Student’s Signature

Date

________________________
Student’s Signature

OFFICE USE ONLY: Date of Review (Office or Committee): _________________ Approved: ______ Denied: ______

Signature: ______________________________________
The student is also required to submit the Satisfactory Academic Progress Appeal/Review form outlining the circumstances that hindered his/her academic performance. The remainder of this form is to be completed by the Admissions Office.

CASC ID Number: ___________________________ Date: ___________________________
Full Name: __________________________________________
Degree Sought: ___________________________ Major: ___________________________
Expected Date of Graduation (Term/Year): ___________________________

Statement: The Office of Admissions has reviewed the student’s academic records and determined the courses listed below are needed to complete the requested degree. Consequently, financial aid will only be awarded for courses listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term Enrolled</th>
<th>Term Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Admissions Signature: ___________________________ Date: ________________ Revised May 2011