



Appeal of Financial Aid Ineligibility

Complete, sign and return this form to:
 Student Financial Assistance
 University of Southern Indiana
 8600 University Boulevard
 Evansville, IN 47712
 Phone: 812-464-1767 or 800-467-1965
 FAX: 812-461-5305 / Email: finaid@usi.edu

DEADLINE: All appeals must be submitted before sixty percent (60%) of the term has elapsed for appeal to be effective for current term.

STUDENT INFORMATION

Student Name: _____ Student ID Number: _____
Last First Middle Initial (SSN if ID number is unknown)

Current Mailing Address: _____
Street Address City State Zip Code

Phone Number: _____ USI Scholarship (if applicable): _____

REASONS FOR APPEAL

For information regarding the USI Satisfactory Academic Progress policy, refer to this link. www.usi.edu/financial-aid/policies/progress

For which reason(s) are you appealing? (Check all that apply)

- A passing grade has been submitted for my Distance Education, or Incomplete coursework and I am now in compliance with the Satisfactory Academic Progress Policy.
- I am seeking reinstatement of my academic scholarship.
- I have made up my deficiencies at my own expense and am now meeting Satisfactory Academic Progress.
- I have changed my degree objective from associate degree to bachelor's degree and have confirmed my new status with the USI Registrar.
- I have changed my degree objective from bachelor's degree to graduate degree and have confirmed my new status with the USI Registrar.
- I have earned 60 or more credit hours and I changed my degree objective from Undecided to a specific major with the USI Registrar.
- I am working on my first bachelor's degree and scheduled to graduate prior to the 150% maximum timeframe. **My degree audit showing remaining coursework is attached (DARS, DegreeWorks, or advisor statement)**
- I have earned a first bachelor's degree and am working on a second undergraduate degree. **My degree audit showing remaining coursework is attached (DARS, DegreeWorks, or advisor statement)**
- I have met the requirements imposed by the Student Financial Assistance Appeals Committee as a result of my last appeal. I understand the committee will review this appeal at their next scheduled meeting.
- I was unable to comply with the regulations which govern my financial aid eligibility. **My typed personal letter explaining reasons for appeal is attached and I have met with my academic advisor to develop an academic plan.** (Guidance for the personal letter and academic plan can be found on the back of this page.)

By signing this form, you authorize the Office of Student Financial Assistance to update your FAFSA, if necessary, as it relates to your degrees completed and degree objectives.

▶▶ STUDENT SIGNATURE _____ Date _____

NOTE: If the appeal is not approved and you want to keep your classes, you must make fee payment arrangements with the Bursar **by the bill due date**.

ADVISORS: I have met with the above student to develop an academic plan to progress toward graduation and regain compliance with the Satisfactory Academic Progress policy. An academic plan has been locked in Degree Works or graduation plan is attached. (Signature required if bottom checkbox is checked.)

▶▶ ADVISOR SIGNATURE _____ Date _____

OPTIONAL

If the term bill is due and my appeal is not approved, please cancel my registration at the 100% tuition refund rate.

▶ **SIGN HERE Only** to Authorize Cancellation of your Class Schedule _____ Date _____

OFFICE USE ONLY

Most recent SAP: _____ SAP date: _____ Number of prior appeals: ____ Scholarship(s): _____

Completion Rate: _____ Total Hours Attempted: _____ GPA: _____ Decision: _____



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Federal regulations require all financial aid recipients to maintain satisfactory academic progress in a course of study leading toward a degree or certificate. Failure to meet one or more of the established standards of Satisfactory Academic Progress (SAP) will make a student ineligible for financial aid. Financial Aid SAP status includes all previous academic history, even if the student did not receive financial aid. Statuses are updated at the end of each semester, including summer. It is the student's responsibility to monitor academic progress.

Evaluation of Eligibility

Satisfactory Academic Progress is evaluated at the end of each fall and spring term and at the end of the combined summer period. To view current SAP status log into myUSI:

- myUSI
- Self-Service
- Financial Aid
- Eligibility
- Academic Progress

Personal letters

Students not meeting Satisfactory Academic Progress must include a typed personal letter explaining the circumstances that prevented the student from meeting SAP requirements and any supporting documentation necessary to support the claims made. The letter must address the following:

1) what the problem was; 2) when did the problem occur; 3) how long did the problem last; 4) how did this affect his/her ability to complete coursework; and 5) steps taken to ensure your academic plan is successful and will meet minimum standards at the next evaluation.

If mitigating circumstances beyond the student's control have contributed to the student's failure to meet SAP, verifying documentation should be included when turning in an appeal. The presence of mitigating circumstances does NOT guarantee a student's appeal will be successful.

Factors considered by the appeals committee:

- Mitigation should tie directly to a student's deficiency
- Documentation shows mitigation impacted academic performance beyond the student's control
- The deficiency is an anomaly within the student's academic record
- Student has a history of academic success

Academic Plans

A student's academic plan should be entered and locked into DegreeWorks. If the student's plan is to address deficiencies in GPA or completion rate the plan needs to extend through the point in time when the student will regain compliance if the plan is followed. If the plan is to address maximum timeframe for degree completion, the plan needs to indicate all remaining required coursework. If the student is not in DegreeWorks, a printed schedule may be used. If the advisor has any questions regarding the need for an academic plan or an advisee's SAP status they may call the Student Financial Assistance office. In the event a student's assigned academic advisor is unavailable, they should seek assistance in the Advising Center of their college of study.

Note: Creation of an academic plan does NOT guarantee a student's appeal will be successful. If a student's appeal is approved based upon the academic plan, Student Financial Assistance will confirm with the student's advisor the academic plan is being followed at the conclusion of each term of enrollment before subsequent financial aid disbursements are made until the student has regained "Good" status by being in compliance with SAP. Failure to follow the academic plan will result in suspension of financial aid.

Appeal Deadlines and Results

Appeals and all required supporting documentation must be submitted before 60% of the semester has elapsed. Appeals turned in after the 60% deadline will be evaluated after the semester has ended for the next term of enrollment. Appeals are processed in the order they are received and decisions of the appeal committee are final. Results will be mailed to students and posted on myUSI. Students who successfully appeal their suspension may be placed on Probation Status for the length of their academic plan. Specific terms of probation will be included in the appeal results letter. Failure to comply with probationary terms will result in suspension of financial aid.