



Office of Financial Aid Services

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Bozeman, MT 59717-4160
www.montana.edu/wwwfa

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SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Name (please print)

MSU ID

Street Address

City

State

Zip

E-mail

Telephone

APPEAL CONTENT REQUIREMENTS:

1. **Attach a personal statement that contains a detailed description** of the mitigating circumstances that addresses all of the following (we encourage you to submit a **TYPED** statement):
 - a. The nature and timing of the circumstances (e.g. injury or illness, death of a loved one). A student with a maximum credit hour violation must address the circumstances that prevented their graduation within the applicable credit limit. Be specific when referring to credit amounts and time periods.
 - b. How the circumstances affected your ability to meet the standards. If more than one enrollment period was affected, each enrollment period and the relevant circumstances must be specifically addressed.
 - c. How the circumstances have been resolved or managed to permit you to meet the standards.

2. **Attach supporting documentation** verifying the circumstances in the personal statement (see item 1 above). Maximum credit hour violation appeals must include a completed **Plan of Study Form** available from our office or on our web site. Medical circumstance documentation may be from an authorized medical representative, insurance form or billing statements that include supporting dates. Supporting statements from an individual must specify the relationship of the individual to the student and be signed and dated. Documentation must be in written form. The Office of Financial Aid Services will not contact references on a student's behalf.

3. **Your appeal** is the committee's only reference point regarding your desire and ability to have a successful academic experience that culminates with the earning of your degree. We encourage you to submit a **TYPEWRITTEN** statement that addresses all criteria, and has been proof-read for spelling and grammatical errors.

Refer to the *Satisfactory Academic Progress Policy* on the web at: www.montana.edu/wwwfa for additional information.

DEADLINES: Appeals must be received in the Office of Financial Aid Services no later than **November 15 for Fall Semester** aid consideration; no later than **March 31 for Spring Semester** aid consideration, and no later than **June 30 for Summer session** aid consideration. Appeals received will be reviewed by the Satisfactory Progress Appeals Committee as soon as possible, but may take up to two weeks or more depending on the appeal volume at the time submitted.

Student Signature: _____

Date: _____