

SATISFACTORY ACADEMIC PROGRESS APPEAL

OFFICE OF FINANCIAL AID SERVICES

MONTANA STATE UNIVERSITY - BOZEMAN

NAME _____

UNIVERSITY ID NO. _____

ADDRESS _____

EMAIL ADDRESS _____

CITY, STATE, ZIP _____

Check here if new address

TELEPHONE NO. _____

APPEAL CONTENT REQUIREMENTS: (Refer to *Satisfactory Academic Progress Policy* on the web at: www.montana.edu/wwwfa for additional information. You may use the space provided below and attach additional pages as needed.)

1. **Detailed description** of the mitigating circumstances in the form of a written personal statement that addresses all of the following:
 - a. The nature and timing of the circumstances (e.g., injury or illness, death of a relative). 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. **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 the Office of Financial Aid Services or on the web at: www.montana.edu/wwwfa. Medical circumstance documentation must be from an authorized medical representative. 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.

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.

X _____
STUDENT'S SIGNATURE

X _____
DATE SIGNED