Federal Satisfactory Academic Appeal Form

In order to receive most forms of financial aid, students must maintain Standards of Academic Progress. Students must maintain their grade point average as well as complete a certain amount of credits each year.

Students denied Federal Financial Aid due to lack of satisfying the standards have the right to submit a one-time appeal requesting reinstatement of future financial aid, if documentable circumstances can be shown to have adversely impacted their academic success.

Unfortunately, you have not met these standards for the most recent ending academic term. For future financial aid consideration, complete the form below and attach required statements and documentation. Please review the attached policy for further information. The committee will notify the student of the decision via CMSV email.

**Note:** Students are responsible for completing all portions of the appeal request themselves. Please note that you will not be eligible for aid for the upcoming school year if you do not submit this form.

Name: __________________________________________ Student ID #: ____________

Phone #:____________________________________________

**STEP ONE:**
Attach your typed responses to **both** of the following questions:
1. What circumstances do you believe caused you to be unable to meet standards of academic progress with regard:
   • To grade point average
   • To completion rate, and/or program length?
   Please include any supporting documentation such as official forms, records, or letters from your healthcare provider, or instructor to support your statement.
2. What changes have you made to ensure your future academic success?

**STEP TWO:**
Meet with your academic counselor or advisor to discuss your current educational goals and to create/update your academic plan.
Have your academic advisor sign a copy of your academic plan and submit it with the appeal form to the Office of Financial Aid.

**STEP THREE:**
Submit Appeal with supporting documentation to the Office of Financial Aid. The documentation may be submitted via mail, via fax 718-405-3490, or via email at financial.aid@mountsaintvincent.edu.

**Deadline to be considered:** for Fall term August 1st and the Spring term is January 15th.

Incomplete Federal Satisfactory Academic Appeal Forms will be denied.
I will receive notification regarding the Standards of Academic Progress Appeals Committee’s decision via my Mount Saint Vincent email account.

Signature: __________________________________________ Date: ________________

**Financial Aid Probation Decision:**
☑ Approved ☐ Denied ☐ Wait for Grades

Decision Date: ___________________ Notification Date: ___________________

Comments: