

**INSTRUCTIONS FOR FILING A SATISFACTORY ACADEMIC PROGRESS STANDARDS APPEAL
FOR A SECOND UNDERGRADUATE DEGREE OR TEACHER CERTIFICATION**

Students who have completed a first undergraduate degree are required to appeal for additional aid eligibility when seeking a second undergraduate degree or teacher certification. No financial aid will be awarded or loans certified until the completed appeal has been received, reviewed, and approved. Each appeal is evaluated; approval is not automatic. The committee will consider appeals prior to classes beginning each semester.

Completed appeals for any term/semester must be received in the Financial Aid Office by the established deadline.

Incomplete appeals or appeals received after this date will be reviewed prior to the beginning of the next term/semester.

General Instructions

1. Complete the top portion of the appeal form and follow the instructions outlining the documentation that is required.
2. The information from your faculty advisor is of particular importance to your appeal. Be certain all requested information is included
3. If you have questions, call the Financial Aid Office and ask to speak with a counselor.
4. Return the appeal form with all requested documentation to the Financial Aid Office.
5. Incomplete appeals (information or documentation missing) will be returned to you upon receipt.
6. You will be notified in writing of the results of the committee's decision within seven (7) days of the committee's review of your appeal.

An appeal of satisfactory academic progress should not be considered lightly. You must explain why you are seeking a second undergraduate degree or teacher certification, your career goals, and a timetable for completion of these goals. Your **typed and signed appeal** as well as past academic performance and potential to successfully complete your selected program of study will be considered. The fact that you cannot continue attending the University without financial aid is in itself not a sufficient reason for the continued receipt of financial aid. While each case is considered separately, common factors the committee will consider are: past academic performance, your cumulative grade point average, and your potential to complete your educational program.

A complete policy on Satisfactory Academic Progress Standards may be found in the college catalog.

Please submit as soon as possible

Satisfactory Academic Progress Appeal Form for Second Undergraduate Degree

SECTION A: Student Information

Academic Year

Check One: Fall Spring Summer

Last Name First Name Middle Name Student VIP ID

Email Address Telephone Number

- *****
1. Be sure you read all of the instructions before you begin to prepare your typed appeal.
 2. You should secure from the Records Office a copy of your academic transcript including advanced standing from any previous colleges and attach it to this form. If you have transfer credits which are reflected on the printed transcript, please list the colleges and dates of attendance below.
- _____
3. In conjunction with your advisor, prepare a semester-by-semester listing of courses required for your second undergraduate degree or teacher certification program. The advisor must indicate whether you have been accepted into the upper division of the school to which you are applying. If you have not been accepted into the upper division, the course listing should clearly indicate which courses are required to be considered for admission into the upper division. **This information must be signed by your faculty advisor.**
 4. Explain briefly in your own words why you are seeking a second undergraduate degree or teacher certification. Include information on your career goals and anticipated graduation. You may attach pages, if necessary, to fully explain your reason for appeal.

Student Documentation Checklist (Please place a check next to the documents that you have attached.)

- Academic transcript listing all colleges attended
- Semester-by-semester course listing signed by advisor
- A typed and signed personal statement

Student's Signature Date

SECTION B: Financial Aid / Veterans Affairs Office – Must be filled out by the Financial Aid / Veterans Affairs Office

Subject of Appeal: Seeking Undergraduate Degree Seeking Teacher Certification

Comments / Recommendations:

SECTION C: Satisfactory Academic Standards Committee – for the Committee's use only

Appeal Approval Based On: Appeal Approved Appeal Denied

Academic Plan/Stipulation and Comments:

Signature (Chairperson of Committee) Date