

## APPEALING FOR FEDERAL FINANCIAL AID

A student that is determined to be ineligible to receive Federal Financial Aid based upon not maintaining Satisfactory Academic Progress may submit a letter of appeal for reinstatement of eligibility due to extenuating circumstances to the Financial Aid and Scholarships Appeals Committee. The Arkansas State University – Mountain Home Satisfactory Academic Progress policy is available online at <https://asumh.edu/pages/main/412/satisfactory-academic-progress>.

### DOCUMENTATION TO SUBMIT AN APPEAL

**Required:** The student must submit a readable letter of appeal, hand written or typed, to the Office of Financial Aid explaining the nature of any extenuating circumstances the student has experienced. The letter should also provide information which addresses if or when the circumstances either have been or will soon be resolved. The letter also **MUST** include the following:

- At the **TOP** of the appeal letter **PRINT**
  - Student's name (first and last)
  - Student's social security number
  - Degree or Certificate the student is seeking as recorded in the Admissions/Registrar's Office
- At the **END** of the appeal letter the student must provide a signature and the date the appeal letter was signed.

**Recommended:** Provide any documentation which supports your claim of having an extenuating circumstance. While specific documentation is not always required, it is highly recommended, especially if the documentation provides confirmation of the existence of an extenuating circumstance.

### WHERE TO SUBMIT APPEALS:

Submit your appeal letter to the Office of Financial Aid and Scholarships Appeals Committee on the third floor of Roller Hall or mail it to the Office of Financial Aid, Arkansas State University – Mountain Home, 1600 South College Street, Mountain Home, AR 72653

### EXTENUATING CIRCUMSTANCES EXAMPLES

Below are some examples of extenuating circumstances and documentation to support the appeal. This list is neither exhaustive nor does it represent any promise of appeal approval.

Circumstance Examples	Documentation Examples
Death of a family member or other significant person in the student's life	Copy of an obituary, funeral announcement, or death certificate
Substantial illness, accident, or injury of the student or a significant person in the student's life	Physician's statement, police report, dated billing for medical attention
Divorce or separation of the student or student's parent(s)	Copy of divorce decree or letter petitioning for dissolution of marriage from an attorney or law firm
Unforeseen Job Loss	Copy of notification of Job Loss

Having extenuating circumstances does not automatically result in a reinstatement of eligibility. In addition to having circumstances which may be considered extenuating you must demonstrate that the circumstance(s) will not continue to further hinder your academic progress and that they either have been or will soon be resolved.

NOTE: Withdrawing from a class for no reason other than to avoid a bad grade is not considered extenuating.

## **APPEAL LETTER CONTENT**

Federal regulations authorize students not maintaining Satisfactory Academic Progress due to extenuating circumstances to appeal for reinstatement of eligibility, if extenuating circumstances can be demonstrated. An appeal letter should be written by the student and include the following.

- An appeal letter should describe how the circumstances constituted a barrier(s) to academic success that lead to a lack of maintaining the Satisfactory Academic Progress policy standards.
- To be considered extenuating, the circumstances described must be unforeseeable, resolved or resolvable, not continuing and typically beyond the student's control.
- The time of occurrence of circumstances described should correlate to semester(s) on your Mountain Home academic transcript which reflect unfavorable academic outcomes. Unfavorable academic outcomes usually include withdrawals, incompletes, or failing a course.
- The appeal letter should describe any steps the student has taken or will be taking to advance their current academic status in order to reach their stated goal of receiving their degree or certificate.

## **APPEALS IN SUBSEQUENT SEMESTERS**

A student who is allowed to appeal for reinstatement of eligibility that had an appeal in any previous semester must provide additional extenuating circumstances not related to reasons given in previous appeals. This **does not** include students that were previously notified that they will no longer be eligible for aid to attend Arkansas State University – Mountain Home.

## **DEADLINE FOR SUBMISSION and FREQUENCY OF REVIEWS**

Students are encouraged to submit an appeal as soon as they are made aware of the requirement. The deadline for submitting an appeal letter for the Fall term is September 30<sup>th</sup>, for the Spring is February 28<sup>th</sup> and for Summer is prior to the beginning of the first Summer Session

Review of submitted appeals by the Financial Aid and Scholarships Appeals Committee are continuously ongoing. Most appeals are reviewed within two weeks of being submitted, however submission during peak Financial Aid processing times can add additional delays.

## **APPEAL RESULTS:**

All decisions made by the Financial Aid and Scholarships Appeals Committee are **FINAL**.

In addition to demonstrating extenuating circumstances as described above, to approve an appeal the Financial Aid and Scholarships Appeals Committee must be able to determine the student will regain eligibility by maintaining Satisfactory Academic Progress at some point in the future or be able to determine the student will complete their degree within the maximum allowable time frame as outlined in the Pace Criteria of the Arkansas State University – Mountain Home Satisfactory Academic Progress policy. If these criteria cannot be met the appeal will be denied.

## **POSSIBLE OUTCOMES (Denial, Approval based upon either Probation or an Academic Plan):**

A student may be denied, placed on probation and approved for one semester, or placed on an Academic Plan. If a student is given an Academic Plan, then the Academic Plan becomes the individual's Satisfactory Academic Progress requirements which must be met. Failing to meet the stipulations of an Academic Plan will result in denial of Federal Financial Aid for the remainder of that student's program of study. Failing to meet an Academic Plan can only be appealed if new and different extenuating circumstances have been experienced.