



**Satisfactory Academic Progress Request for Review
Main Campus
2011-12**

Student Name: _____ **Student ID or SS #:** _____

Trine email: _____ **Date:** _____

Federal regulations require that schools monitor the academic progress of each applicant for financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made after each term and before the financial aid office disburses any financial aid funds for the subsequent semester. During this time, you will be responsible for any tuition and fees, other charges, including late fees, charged to your account. Submitting an appeal does not guarantee approval to reinstate your eligibility to receive financial aid.

Guidelines for Main Campus students can be found at:

http://www.trine.edu/campus_life/student_handbook/documents/Handbook2009-2010December.pdf

Students who are not meeting these published standards will not be eligible to receive aid from any federal, state, or institutional financial aid programs.

Right to Appeal:

You have the right to appeal any decision of ineligibility to continue to receive financial assistance. Your appeal must be made in writing to the Office of Financial Aid for fall term by August 1, 2011; for spring term by January 3, 2012 and for summer term by May 10, 2012. The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes.

Examples of possible situations include documented serious illness, severe injury, or death of a family member. If you do not have grounds for an appeal, or if your appeal is denied, you may still be able to regain your eligibility for future semesters. This is done by enrolling at Trine University at our own expense -- without financial assistance -- and negotiating a contract with the Office of Financial Aid, in advance, for the conditions under which eligibility may be restored.

If you wish to appeal, please follow the instructions listed below:

1. Complete this form and attach ALL of the requested documentation
2. **A Letter of Explanation as to why you are requesting an Appeal**
(You must provide a signed letter of explanation detailing the date that the problem occurred, the nature of the problem, how this affected your studies and how you resolved the problem)
3. Steps that you will take to correct your academic deficiencies
4. **Required Supporting Documentation**
 - ❖ If you have not earned enough hours based on the number of hours that you have attempted and/or have a GPA that is below 2.0 after 4 (undergraduate) semesters a letter of support is required from someone who knows your situation.
 - ❖ If your GPA is below 2.0 you MUST include an Academic Plan from either Academic Support Services or your Academic Advisor
 - ❖ If you or an immediate family member experience a serious illness, injury or mental health condition, please attach a statement from your physician or mental health professional reflecting date(s) of occurrence/treatment
 - ❖ If you experienced the death of an immediate family member, please attach a copy of the death certificate, obituary and/or statement from physician.
 - ❖ If you experienced anything above and beyond this and out of your control, please attach all necessary documentation

If you have attempted over 135 semester hours and have not yet completed your undergraduate degree requirements, you **MUST** provide an advisor statement giving the month and date of your expected graduation date written on departmental letterhead along with what courses you are required to take to complete graduation requirements.

REMEMBER: All appeals **MUST** include the following:

1. This Appeal Form
2. Signed Letter of explanation
3. Any relevant supporting documents

The Office of Financial Aid Appeals Committee will review everything that you submit. The Committee will send its decision within 10 working days to your Trine University e-mail address. If your request is incomplete it will not be reviewed. Please note that once a decision is made by the committee it is final. An approval does not guarantee that your entire aid package will be renewed.

STUDENT CERTIFICATION: I certify that I have read the Satisfactory Academic Progress Policy and wish to request a review of my situation. **I certify that all information and documentation I have submitted pertaining to this appeal is true. I understand that the decision of the Office of Financial Aid Appeals Committee is final.**

Student Signature

Date