



## Financial Aid Satisfactory Progress Appeal Request

Current Major: \_\_\_\_\_ Semester for which you are seeking Financial Aid: \_\_\_\_\_

Students not meeting the satisfactory progress criteria may seek to appeal if extenuating circumstances affect academic performance. Extenuating circumstances are defined as a change in academic program, illness, death of a family member, or other traumatic life-altering events of the student. Examples of extenuating circumstances are: prolonged illness under a doctor’s care or an illness or accident requiring hospitalization requiring a prolonged absence from class and death of an immediate family member or prolonged illness of a dependent. These circumstances are normally based on some unusual situation or condition, which prevented the student from completing the required hours. No appeal will be accepted without documentation. The appeal may not be based upon the need for assistance or the lack of knowledge that the assistance was in jeopardy. If the appeal is denied, the student will be notified in writing and may resubmit an appeal only if they have additional supporting documentation for the initial appeal.

Please describe in detail the circumstances that have prevented you from making Satisfactory Academic Progress.

Please describe in detail how you have made plans to correct your academic deficiencies and why you will be successful in the next term.

Appeal decisions require approximately three business days. Students are encouraged to submit their appeal as soon as possible upon notification of financial aid suspension. Appeals must be submitted in writing and must include complete and appropriate supporting documentation. Students who lose their federal financial aid eligibility will automatically be reinstated after any academic term in which the student meets the cumulative Satisfactory Progress Requirements. Students who are unsure of their situation should contact a financial aid counselor at 580.774.3786 or sfs@swosu.edu.

All appeals should be mailed or faxed to: Dean of Students-Southwestern Oklahoma State University, 100 Campus Drive, Weatherford, OK 73096-3098, Fax 580.774.3034

Sayre students should mail or fax to: Student Financial Services, 409 E. Mississippi, Sayre, OK 73662, or fax to 580.928.1140.

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Signature Printed Name Student ID Date