



## 2011-2012 Satisfactory Academic Progress Appeal Form

Please complete and return to the Financial Aid Office (*of the campus you plan to attend*)

### I. Personal Information (Please Print)

Name: \_\_\_\_\_ Student UIN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Include City, State, and Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Quarter Appealing for Re-entry: \_\_\_\_\_

Do you Plan to Attend Summer Quarter?  Yes  No

Degree Pursuing:  Certificate  Associate  Bachelor  Post Bachelor  Master's  DBA

Major: \_\_\_\_\_

### II. Deadline for Submission

Appeals must be submitted in writing (***WITH PROPER DOCUMENTATION***) to the Financial Aid Office no later than the following dates:

*Summer 2011 – June 10, 2011*

*Fall 2011 – September 9, 2011*

*Winter 2012 – December 22, 2011*

*Spring 2012 – March 16, 2012*

\*\*Registered students, who are not notified of the violation prior to the deadlines listed above, must submit their appeal within 7 days from the date they are notified by the Financial Aid Office.

### III. Appeal Instructions (Please include your name and UIN on each piece of paper)

- On a separate sheet of paper, **completely** explain the **mitigating circumstance(s)** for your appeal. Mitigating circumstances are “unusual situations beyond the student’s control.” Review the second page for examples. Explain the following:
  - For a Pace violation – explain all F and W grades
  - For a GPA violation – explain all grades below a C (Graduate students explain all grades below a B)
  - For a Maximum Timeframe violation– explain all classes in the “Additional Courses” and “Other Courses Not Used” sections of your step-plan

NOTE: Be sure to include an explanation for all quarters or timeframes when these situations took place.
- The appeal **must** indicate if each specific problem(s) or situation(s) has been resolved.
- Submit proper documentation** to support the appeal. The documentation submitted should support the reasons and timeframe explained in the appeal. Appeals **will not** be taken to a committee for review without proper documentation.
- Submit the appeal and documentation to the Financial Aid Office prior to the deadline indicated in Section Two.

### IV. Student Certification

I certify that the information I have provided is accurate to the best of my knowledge. I understand that this appeal request form, my written explanation, the documentation submitted, and the results of this appeal will be shared with the appeal review committee and will become part of my educational record at Baker College. I understand that if this financial aid appeal is accepted I will be required to follow an academic plan and meet with the appropriate academic personnel to register for classes.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

Financial Aid Officer Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_

## EXAMPLES OF MITIGATING CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION

This list is not all inclusive. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates in which you attended Baker College. Submitting an appeal with supporting documentation does not guarantee the student's appeal will be accepted.

<b>Nature of Appeal</b>	<b>Recommended Documentation</b>
Death of immediate relative	Obituary notice or death certificate
Illness of self or immediate relative	Signed doctor's note (must be on doctor's letterhead) Hospital records or bills with dates of stay
Car trouble	Repair bill – on letterhead Title to new vehicle, bill of sale for car, etc. Bus schedule and registration card to show bus times coincide with classes
Divorce/separation	Divorce papers, signed letter from attorney (on letterhead) Signed statement from pastor or counselor (on letterhead) Copy of lease showing only yourself as the renter School records for kids showing different household for their father/mother
Job schedule conflict	Signed statement of schedule change or overtime hours worked from employer (on letterhead) Timesheets – must have company name printed on them
Not prepared for college when I attended many years ago	Three signed letters from friends or family, who were aware of your situation. These letters must include a telephone number for the person writing the letter.
Childcare problems	Signed letter from current daycare center (on letterhead) verifying enrollment of the child. If it is a personal friend or relative, the letter must be accompanied by two other signed letters from friends or family aware of the situation.