Student Financial Services
1837 University Circle
P.O. Box 200
Cheyney, PA 19319

Email: financialaid@wolf.cheyney.edu
Phone: 610-399-2302

Satisfactory Academic Progress Appeal Form
2019-2020

Cheyney University and the U.S. Department of Education encourage all students to complete their degrees in a timely manner and with satisfactory grades. For students receiving financial aid from Federal Title IV assistance programs, including Federal Pell and Supplemental Educational Opportunity (SEOG) Grants, Federal College Work-Study Program, and Federal Direct Loans (Subsidized, Unsubsidized, and PLUS), the Federal government links financial aid eligibility to the students' academics through a policy known as Satisfactory Academic Progress.

Further information regarding these standards can be found at:
https://cheyney.edu/financialaid/sap/

To be considered for an appeal you must complete this form and attach your signed personal statement describing the reasons and/or circumstances surrounding your lack of sufficient progress. Examples of the circumstances for which a student would be permitted to submit an appeal include death of a relative, significant injury or illness of the student or other extenuating circumstances. You must prove that the circumstances affecting your ability to perform academically have changed and thus you will have the potential to improve your performance in the upcoming term. Extenuating circumstances must be documented, e.g., hospitalization records, death certificate, statement from employer of change in job responsibilities, etc. If your appeal is approved, you will be required to complete an academic success plan with an academic advisor.

NOTE: Submission of the appeal form does not guaranteed an approval. A student who is determined to be unable to mathematically reverse unsatisfactory academic progress (completion rate and cumulative GPA), the appeal will be denied.

The Financial Aid Office will notify you of its decision by e-mail to your Cheyney University email address. ***APPEAL FORMS SUBMITTED WITHOUT SUPPORTING DOCUMENTATION ARE CONSIDERED INCOMPLETE AND WILL NOT BE REVIEWED***

Name _____ CU ID# _____

Address _____ City _____

State _____ Zip _____ Phone# _____

Program of Study: _____

1. Appeal Information

Financial aid ineligibility can be appealed if you have suffered undue hardship. Please indicate below which situation(s) best applies to your circumstances. Your appeal should include supporting documentation. Examples of this type of documentation are listed.

Check all Circumstances that Apply	Recommended Documentation
☐ Medical (severe illness, death of a family member, other)	•Physicians letter, death certificate, medical bill
☐ Personal (psychological, issues in residence hall, relationship)	•Counselor's letter, Note from Housing
☐ Academic (struggle with particular classes)	•Letter from advisor/faculty member

2. Explain your Circumstances

Attach a signed explanation of the circumstance that prevented you from maintaining Satisfactory Academic Progress and the reason for the basis of this appeal. You must state:

1. What the problem was;
2. When the problem occurred;
3. How long the problem lasted;
4. How this affected your ability to complete your coursework; and
5. What you are doing to improve your performance and maintain progress.

*Be as detailed as possible and explain how your documentation supports your circumstance.

3: Certification of Information

•I certify that the information I have provided is true and complete to the best of my knowledge. I understand that giving misleading information or forged documentation will be reported for appropriate disciplinary action. I understand if I receive any federal student aid based on false information it will be rescinded and I will have to repay all federal aid awarded. Furthermore, I understand additional information may be requested by Student Financial Services to further support my appeal.

•I have read and understand Cheyney's Satisfactory Academic Progress Policy, which can be found at: https://cheyney.edu/financialaid/sap/

_____ _____

Student's Signature (required) **Note: Digital Signatures will not be accepted**. Date

Submit Appeals by: *July 1st 2019 for Fall 2019 and January 5th, 2020 for Spring 2020*

A scanned PDF version of your appeal sent to **financialaid@wolf.cheyney.edu** is preferred. If you are unable to submit your appeal by scan, please deliver your appeal to Student Financial Services.

***Any forms submitted after the due date will not be considered until the following semester.**

- **OFFICE USE ONLY BELOW THIS LINE** -

APPEAL DECISION: ☐ APPEAL APPROVED
☐ APPEAL DENIED
☐ More Information Needed (See notes below.)

Comments: _____

_____

Financial Aid Staff/FA Director's Initials: _____ Date of Decision: _____