

**SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY  
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

To appeal your Federal Financial Aid Suspension, complete this form and return it along with supporting documentation explained below to the Financial Aid Office by the deadline dates stated at <http://www.sdsmt.edu/SAP/>. Supporting documents submitted with your appeal will not be returned to you and will be kept with your Financial Aid record. If you were placed on Academic Suspension the end of your last spring semester of attendance, you must appeal that suspension before your appeal for Financial Aid Suspension will be reviewed. If you were placed on Academic Suspension the end of the current academic year fall semester and you have successfully appealed your academic suspension, your Financial Aid eligibility will be reinstated.

Your appeal must address extenuating circumstances beyond your control that affected your academic progress (for example a serious illness or injury that occurred during the time that you lost eligibility or the death of an immediate family member which resulted in you being gone from school for an extended period of time, i.e. two or more weeks). Appeals are reviewed on a case-by-case basis with no guarantee of approval; therefore, each appeal is evaluated on its own merits or lack thereof. You will be informed by e-mail, letter and/or phone of the committee's decision.

NAME \_\_\_\_\_ Student ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EXPECTED GRAD DATE \_\_\_\_\_ DEGREE/MAJOR \_\_\_\_\_

E-mail \_\_\_\_\_ Name of your advisor \_\_\_\_\_

Is this your first time to appeal Financial Aid Suspension at SDSM&T? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If No, how many times have you had to appeal before? \_\_\_\_\_

**The following must be submitted with your appeal:**

1. Using a separate sheet of paper, fully explain the circumstances that caused your Financial Aid Suspension.
2. If your appeal statement involves an illness or injury, you must include a statement and supporting documents from the medical professional handling your case (there are no exceptions to this requirement).
3. Using a separate sheet of paper, submit an academic plan that includes the steps to be taken to ensure academic success (what are you going to do differently, such as utilizing the tutoring available with the Tech Learning Center, working less hours, taking less credits, addressing/resolving personal/health issues, etc.).
4. Using a separate sheet of paper, you and your advisor must agree to (and your advisor sign off on) a class schedule for the next academic year that is reasonable and achievable given your academic performance to date.
5. If you are appealing due to exceeding the 150% maximum attempted credit hour limit, you and your advisor must agree to (and your advisor sign off on) a schedule of classes that is reasonable and achievable to complete your degree along with the semester and year that you will graduate. If you do not graduate by that date, Federal Student Aid will no longer be available to you – this is not an appealable matter.
6. If your advisor is not available, you must meet with someone else in your department.
7. **Submission of this form does not guarantee Federal Student Aid reinstatement.**

The information that is provided with this appeal is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

<u>Committee decision:</u>	Approve	Deny		Approve	Deny
Dr. Patricia Mahon (Chair)	_____	_____	David Martin	_____	_____
Dr. Allison Gilmore	_____	_____	Robert Sales - SSC	_____	_____
Michael Dowding	_____	_____			

Comments: