

**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 fall semester of the current academic year 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. 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 statement includes mental health or medical illness or injury, a statement or supporting documents from the health/medical professional handling your case is required (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 Student Success 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.
6. If your advisor is not available, check with your department chair for assistance.
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 _____

Committee decision:	Approve	Deny	Approve	Deny
Dr. Joseph Dlugos (Chair)	_____	_____	Erin Richards	_____
Dr. Christine Mathews	_____	_____	Robert Sales - SSC	_____
Michael Dowding	_____	_____		_____

Comments: