



Guidelines for Writing an Appeal for Financial Aid Suspension

- 1) **Before you begin writing** your appeal letter for a financial aid suspension, be sure to review the Satisfactory Academic progress Policy (SAP) regarding such appeals at www.langston.edu.
- 2) **Brainstorm** what you are going to say when you write. Make sure your ideas focus on the appeal for reinstating your financial aid eligibility.
- 3) **In the opening paragraph**, state your request first. Then, state your current situation. Use clear, direct language that reflects that you understand exactly what your situation is. Finally, state the reason why you believe the Financial Aid Office has suspended your financial aid.
- 4) **In your next paragraph**, state your reason for not making academic progress. Be honest, but concise. Stating your situation clearly and concisely is important as it shows the committee that you are mature enough to know how you did not meet the academic progress standards. If you are sure you can do better if given a second chance, then say so. The committee will consider your case fairly.
- 5) **Explain** what circumstances have changed that will allow you to make academic progress in the future terms.
- 6) **Make sure spelling and punctuations in the letter are all correct.** Do not write by hand unless you have very good handwriting; rather type the letter and use spell-check. Address the letter and date correctly: many programs have templates for formal correspondence: use one.
- 7) **Do not be long-winded.** Keep your reasons for not making progress concise and to the point: the committee does not need to know all the details unless they are directly pertinent to your case.
- 8) **Your closing paragraph** should address the fact that you realize the committee may decide either way. Do not assume that the committee will approve your appeal just because you think you have a good reason and are pretty sure that you will be able to do well in the future.
- 9) You will receive notification sent to your **LANGSTON EMAIL** account with the result of your appeal request within one week after the deadline for submission.

Please remember all appeal decisions are FINAL.



Federal Financial Aid Appeal Request

If appealing for the Fall or Spring terms, the appeal priority deadline will be the Friday prior to the beginning of the semester. If appealing for the Summer term, the appeal priority deadline will be one week prior to the beginning of the semester. Decision results will be emailed to your Langston University email address.

All appeals must be turned in with an "ACADEMIC PLAN" if appealing because of Ratio or GPA or a "PLAN OF STUDY" if appealing because of excessive hours (Academic Advisor's signature and expected graduation date are required) along with a CURRENT CLASS SCHEDULE.

Student Last Name	Student First Name	Student M.I.
Student ID Number	Student Cell Phone Number	
Major: _____	Degree program: AS <input type="checkbox"/> BS <input type="checkbox"/> MA/MS/M.Ed. <input type="checkbox"/>	
Semester/term aid was suspended: _____ / _____ Semester Year	Anticipation date of graduation: _____ / _____ Month Year	

I understand my Federal Aid was suspended because; (check all that apply)

- My retention GPA is less than the 2.00 requirement for undergraduates or 3.00 required for graduates.
- I have completed less than 67% of hours attempted.
- I have attempted more than the number of hours allowable to complete my program and secure Federal Aid.

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REASON FOR THE SUSPENSION

EXCESSIVE _____ GPA _____ RATIO _____

TOTAL ATTEMPTED HOURS _____ TOTAL COMPLETED HOURS _____

RATIO _____ CUMULATIVE RETENTION GPA _____

NUMBER OF W'S _____ NUMBER OF REMEDIAL CLASSES _____

NUMBER OF PREVIOUS APPEALS _____ MOST RECENT SEMESTER _____

Using the next page, please provide us with the basis for your appeal, a detailed explanation of any extenuation or mitigating circumstances which prevented you from making satisfactory academic progress. **Documentation supporting you mitigating circumstances must be provided. EXAMPLES: medical statements, death certificates, advisor's degree check/plan of study (if required), etc. (For more space see back of this form.)** Also, if you have been working with the Retention Office, we encourage you to provide an update on your status with them.

REMINDER: DO NOT FORGET TO ATTACH ALL NECESSARY DOCUMENTATION TO VALIDATE YOUR APPEAL.

By signing this document below, I am certifying that everything I have stated is true and the documentation included is accurate to the best of my knowledge. Should the committee find anything I provided in support of my appeal to be inaccurate, I understand that my appeal will be denied.

Student Signature: _____ Date: _____