

# Appeal/Reinstatement

**Appeal Deadlines:** The deadline to appeal financial aid suspension if you are attending summer school is June 6, 2008. The deadline for students not attending summer school is November 7, 2008.

Name (print) \_\_\_\_\_ Student ID Number \_\_\_\_\_

NDSU E-mail Address \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

If you've been placed on financial aid suspension, you have the right to appeal. Please indicate the reason for your appeal below and follow the instructions listed.

**Extenuating circumstances that were medical (i.e. hospitalization or illness requiring student to miss class/exams) OR emotional (i.e. depression, anxiety, ADD) in nature.**

- Attach a written/typed statement explaining your medical or emotional circumstance and how it negatively impacted your academic performance. Include information about how your situation is better now and how you plan to succeed academically if given another opportunity.
- Attach supporting documentation. This should be a letter from your doctor or counselor, or if you did not see a doctor or counselor, a minimum of 2 letters from third parties who can corroborate your situation. Letters must be signed by the person who wrote it and must include a phone number, as we may call to verify the information.

**Death or serious injury/illness of family member or close friend**

- Attach a written/typed statement explaining your circumstance and how it negatively impacted your academic performance. Include information about how your situation is better now and how you plan to succeed academically if given another opportunity.
- Attach one of the following forms of supporting documentation: A copy of the obituary, memorial program or death certificate.

**Other extenuating circumstances (please specify) \_\_\_\_\_**

Examples of situations that we may consider include: Adjustment issues, roommate problems, legal issues/custody battle, etc. Situations that are NOT considered extenuating include: Working too many hours, changing your major, being unaware of the SAP policy, didn't like classes/teachers, etc.)

- Attach a written/typed statement explaining your circumstance and how it negatively impacted your academic performance. Include information about how your situation is better now and how you plan to succeed academically if given another opportunity.
- Attach supporting documentation. This should be a minimum of 2 letters from third parties who can corroborate your situation. Letters must be signed by the person who wrote it and must include a phone number, as we may call to verify the information.

**Transfer and/or NDSU credits that don't count toward your current major (pertains to students suspended for maximum attempted credits only)**

Attach a written/typed statement from you, the student, stating that you have transfer or NDSU credits that do not count toward the degree requirements for your current major at NDSU. Please also indicate the date you expect to graduate. Our office will then contact Registration and Records for a Transcript Evaluation to determine the amount of credits we can subtract from your attempted total.

**One calendar year has elapsed since you were most recently placed on financial aid suspension.**

Attach a written/typed statement from you, the student, explaining why you feel you should be reinstated and what you plan to do to succeed academically if given another opportunity. Please Note: The appeal deadlines do not apply if you are appealing due to this reason.

**Incoming transfer credits caused you to be placed on financial aid suspension for not meeting the cumulative 67% criteria when you began studies at NDSU**

If you have incoming transfer grades including F's, I's or W's and as a result you fail to meet the SAP criteria, you may appeal IF it has been at least one year since you earned the grades OR if you had an extenuating circumstance that contributed toward these grades. Attach a written/typed statement explaining why you feel you should be reinstated and what you plan to do to succeed academically if given another opportunity. Please Note: The appeal deadlines do not apply if you are appealing due to this reason.

**I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN MY APPEAL IS TRUE AND ACCURATE.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit this appeal/reinstatement form and your supporting documentation to NDSU Student Financial Services, 202 Ceres Hall, Box 5315, Fargo, ND 58105-5315. Allow the Appeals Committee 3 weeks to review your appeal. You'll be notified via your NDSU e-mail account when a decision has been made.

**Office Use Only:**       Approved, no conditions       Approved, placed on probation  
 Denied, no extenuating circumstances       Denied, inadequate documentation       Denied, missed deadline/other

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FA Counselor \_\_\_\_\_ Date \_\_\_\_\_