

Office of Financial Aid and Scholarships

Satisfactory Progress Appeal/ Grades or Completion Pace

You can submit an appeal if you have failed to meet Satisfactory Academic Progress requirements. By submitting this appeal, you are requesting that your extenuating or unusual circumstances be considered in order to have your financial aid reinstated.

The following steps will be followed in deciding your appeal:

- 1. Your appeal will be reviewed by the Financial Aid Committee to evaluate your academic record and determine if extenuating or unusual circumstances existed. If your appeal is approved through this initial review, you will be advised in writing of the approval. Financial aid will be reinstated, and you will be placed on a financial aid contract for your next period of enrollment. When placed on a financial aid contract, you are allowed to receive financial aid for an additional semester (s) with a requirement to complete the conditions outlined in the contract.**
- 2. If your appeal is denied through the initial review (Step 1), you will be given an opportunity to request a personal interview with the Financial Aid Committee. When you meet with the Committee, you will be given an opportunity to explain your appeal and submit additional information and /or documentation. The Committee will then approve or deny your appeal. The decision of the Committee is final. If your appeal is approved by the committee, financial aid will be reinstated, and you will be placed on a financial aid contract for your next period of enrollment. If your appeal is denied, the committee will specify the steps you must take in order to have aid reinstated.**

INSTRUCTIONS:

- 1. DEADLINE: An appeal will not be considered for the current semester after the tenth week of class. Appeals to receive aid for prior semesters will not be considered.**
- 2. Before an appeal will be considered, you must have a Free Application for Federal Student Aid (FAFSA) on file for the semester you are requesting financial aid and not be dismissed from College of the Ouachitas.**
- 3. Complete and return the attached SATISFACTORY PROGRESS APPEAL. Please be sure to attach any required documentation.**
- 4. Meet your advisor or the chair of your department to complete and return the attached REQUEST FOR WRITTEN ACADEMIC PLAN.**
- 5. A DEGREE PLAN must be attached. Your degree plan must be approved and signed by your advisor.**
- 6. Return all required forms to: Financial Aid Office, #1 College Drive, Malvern, AR 72104.**
- 7. It will take approximately 2 weeks for you to receive a decision on your appeal.**

SATISFACTORY PROGRESS APPEAL

Date completed _____

1. Name _____ Social Security # _____

Address _____

City _____ State _____ Telephone# _____

Appeal is for (mark one): Fall Semester _____ Spring Semester _____ Summer Semester _____

2. Name of faculty advisor _____ Dept _____

3. What is your current degree or certificate objective? _____

What is your anticipated graduation date? _____

4. After you complete your current degree or certificate, what are your career goals?

5. Which of the following resources have you used while at COTO? Mark all that apply.

TRIO Services _____ Personal Counseling Services _____ Tutoring _____
Assigned Advisor _____ Career Counseling _____ Other _____

Name _____

6. What extenuating circumstances prohibited you from meeting the Satisfactory Academic Progress requirements? You must attach documentation to support your claim of extenuating circumstances when appropriate (letter confirming medical treatment, confirmation of death in the immediate family, etc.).

7. What changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Please explain.

(Attach additional sheets if necessary)

TO: Department Chair or Academic Advisor

FROM: Teresa Avery, Financial Aid Director

RE: Request for Written Academic Plan

To comply with federal regulations, COTO is required to monitor whether a student is maintaining satisfactory progress in his or her course of study. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are given the opportunity to appeal. In order to appeal, a student must document extenuating circumstances that existed and prevented him/her from meeting the requirements.

The student who presents the memo to you will be asking you to prepare a written academic plan that will enable the student to achieve the satisfactory progress requirements. The student is normally allowed one semester to bring the transcript up to the required minimum qualitative and quantitative requirements. If the advisor determines that the student cannot reach satisfactory progress in one semester, a second term may be advised in the plan. Your plan for the student will be treated as confidential and will only be reviewed by the Financial Aid Appeal Committee and financial aid administrative staff.

Please return this form to the Financial Aid Office. Thank you for your assistance. If you have questions regarding this procedure, please contact our office.

Student's Name _____ **SS#** _____

Plan Completed by (please print) _____

Signature _____ **Date** _____

**Return form and Degree Plan to: Teresa Avery
Financial Aid Office
College of the Ouachitas
#1 College Drive
Malvern, AR 72104**

ACADEMIC PLAN

Student's Name _____ Expected Graduation date _____

Semester: _____	
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Cumulative Course Completion rate after this semester _____	
Cumulative GPA after this semester _____	

Second semester, if required: _____	
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Cumulative Course Completion rate after this semester _____	
Cumulative GPA after this semester _____	

Third semester, if required: _____	
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Course _____	Required Grade _____
Cumulative Course Completion rate after this semester _____	
Cumulative GPA after this semester _____	

*Degree Plan Attached _____