

**MICHIGAN TECHNOLOGICAL UNIVERSITY
STUDENT FINANCIAL AID
SATISFACTORY PROGRESS APPEAL REQUEST FORM**

Attach this form as a cover sheet to your appeal request. Send appeal requests to: Financial Aid Office, Michigan Technological University, 1400 Townsend Drive, Houghton, MI 49931-1295

Alternately, you may fax your appeal request to: 906-487-3042 or email: finaid@mtu.edu

Name: _____ Student ID #: _____
Last First MI

Mailing address (where you want your decision sent): _____

Email address: _____

Please consider this appeal for (*check one term and list year*):

Fall _____ Spring _____ Summer _____ Other _____

The Appeal Process

Please read this section carefully and include all of the requested information.

I. If you have not met the minimum grade point average and/or minimum credits earned

A. You must provide a personal written statement (letter, e-mail or fax):

1. Outlining the circumstances that prevented you from meeting the Financial Aid Satisfactory Progress Requirements.
2. Stating why you believe it is possible for you to improve your academic performance.
3. Explaining the corrective action you have taken or plan to take.

B. Examples of documents can be provided in support of your request. Documentation can include, but is not limited to, the following:

- Birth/death certificate, obituary, funeral program
- Medical records that corroborate illness and length of recuperation
- Personal statements from physician, counselor, clergy, or social worker
- Court documents

II. If you have exceeded the maximum time frame (semesters of enrollment)

A. You must provide a personal statement explaining why you have not met your degree requirements.

B. Attach documents that verify your statement (see I. B. above for acceptable documentation).

C. Undergraduate students must submit a copy of a Degree Audit signed by your academic advisor listing the remaining requirements for your degree program and a projected completion date. Graduate students must provide a letter signed by the academic advisor.

Student's Signature

Date

Financial Aid Office Use

Determination Decision: