



**Students who do not make Satisfactory Academic Progress (SAP) following a semester on Warning status lose eligibility for federal financial aid and possibly their ability to remain a student at Goodwin College.**

**Appeal Process:** The process to restore federal financial aid eligibility and/or continue as a student is to submit an appeal for review by the Academic Progress Appeal Board. Students who have had their appeal accepted will be placed on Probation, a status that restores eligibility for federal financial aid. Students on Probation must meet the terms noted in their individualized academic plan to retain federal financial aid eligibility.

**Directions:** Please complete this form and write a typed letter of appeal based on the guidelines in Part Two. Attach supporting documents to support your reason for not making SAP and submit the package to Student Services (Room 144) based on the timeline. **DO NOT EMAIL OR FAX YOUR LETTER. YOUR APPEAL LETTER IS A FORMAL DOCUMENT REQUIRING AN ORIGINAL SIGNATURE. Appeals without signatures will not be accepted.**

**Timeline:** Students are encouraged to submit their appeal *as early as possible* if they are on Warning status and may not make SAP for a second semester. **The deadline to submit an appeal is at noon on the last Thursday before a new semester begins.** Students will be notified via Goodwin email prior to 5 p.m. on the last Friday before the start of a new semester regarding the status of their appeal. **FOR FALL 2012, the deadline is Thursday, August 30th, 2012 at noon.**

### PART ONE: General Information (Please print clearly)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Goodwin Email: \_\_\_\_\_@student.goodwin.edu \*Students must use their Goodwin account.

Through this appeal, I am seeking reinstatement of aid for (indicate year): Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

### PART TWO: Guidelines for the Letter of Appeal and Supporting Documentation

**Please respond to the items below in a separate, typed document and submit with this form.**

#### **1. What happened to prevent you from making satisfactory academic progress?**

Describe legitimate circumstances that prevented you from meeting the required SAP standards (i.e., medical emergencies, long term illness, death in the family, or other extenuating personal situations, and the ways in which this unavoidable circumstance prevented you from fulfilling your academic responsibilities). Please attach documentation or evidence of your circumstances (i.e., letter from physician, hospital documentation, etc.)

#### **2. What changes did you make while on warning?**

Please discuss the actions you took to improve your academic standing while placed on warning. (i.e., Did you attend PASS? Go to the Learning Resource Center? Discuss the actions you took once you knew you were on Warning.)

#### **3. What has changed in your situation to allow you to make these changes? What changes could you make if on Probation?**

Outline actions you intend to take to improve your academic performance. Please attach documentation you may have to support your claims (i.e., tutoring, change of program, letter from academic advisor, schedule change showing fewer classes, etc.)

### PART THREE: Signature and Authorization

Your signature below indicates that all of the information and documentation you have provided pertaining to this appeal is true and complete to the best of your knowledge. Further, you authorize Goodwin Staff to access your academic and financial records for review of your appeal.

*I understand that I have not met the Satisfactory Academic Progress standards at Goodwin College for the last two enrollment periods and have lost my eligibility for federal financial aid. I would like to appeal the decision based on mitigating circumstances I have outlined in the attached letter. I will check my Goodwin email account regularly for correspondence regarding this appeal. I also understand that I am not eligible for federal financial aid unless this appeal is approved.*

---

Signature of Applicant

Date