



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 show 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, than 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 hand writing; rather type the letter and use spell-check. Address the letter and date correctly: may programs have templates for formal correspondence: use one.
- 7) **Don't 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

PLEASE USE BLACK INK ONLY

If you are appealing for the Fall or Spring Terms, the appeal deadline will be the Friday prior to the beginning of the semester. If you are appealing for the Summer Term, the appeal 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" or A "PLAN OF STUDY" WITH ACADEMIC ADVISOR'S SIGNATURE

(IF APPEALING FOR EXCESSIVE HOURS WITH EXPECTED GRADUATION DATE LISTED)

_____	_____	_____	A _____
Student Last Name	Student First Name	Student M.I.	Student ID Number
_____			_____
Student Street Address (include apt number)			Student Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Student Langston Email Address
_____			_____
Student Cell Phone Number (include area code)			Student Home Phone Number

Please check your Degree program AS _____ BA/BS _____ MA/MS/M.Ed. _____

Anticipated Date of Graduation: _____ / _____
Month Year

Please indicate the semester/term for which your financial aid was suspended: _____ / _____
Semester Year

Using this 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.

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: _____

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

_____ My retention GPA is less than the 2.00 required for undergraduates or 3.00 required for graduates.

_____ I have completed less than 67% of the hours I attempted.

_____ I have attempted in excess of the number of hours allowable to complete my program and secure federal aid.

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