

CONCORD UNIVERSITY
ACADEMIC AND FINANCIAL AID SUSPENSION APPEAL FORM

Students wishing to return to Concord without sitting out an Academic suspension must appeal their Academic and/or Financial Aid Suspensions (sitting out a semester is not sufficient to re-establish eligibility for financial aid) by completing the following steps. *Submission of an appeal form does not guarantee academic or financial aid reinstatement.*

1. Complete this form in its entirety. **Incomplete appeals will be returned to the student and not reviewed by the committee.**
2. Attach **SUPPORTING DOCUMENTATION** to this form. **Appeals submitted without proper supporting documentation will not be reviewed.**
3. Mail completed form to the Registrar's Office **no later than May 25, 2011 for Summer semester; August 5, 2011 for Fall semester, or January 5, 2012 for Spring semester.** This is extremely important. **Consideration will not be given to appeals presented after the deadline.**
Appeals should be returned to:
Concord University
Appeals Committee Attn: Carolyn Cox, Registrar, D-118
P O Box 1000
Athens, WV 24712
4. Committee decision is **FINAL**.

Section to be completed by Student

Student's Name _____ Student ID# 774 _____
Local Mailing Address _____
Permanent Mailing Address _____
Telephone Number _____ Cell Phone Number _____
E-mail _____

Academic Suspension Appeal: Yes _____ No _____
Number of prior semesters on academic probation: _____
Number of prior academic suspensions: _____

Financial Aid Suspension Appeal: Yes _____ No _____
Previous approved financial aid appeal: Yes _____ No _____

1. Only appeals for extenuating circumstances will be considered for financial aid suspension.
SUPPORTING DOCUMENTATION MUST BE ATTACHED. Extenuating circumstances include:

- ____ 1. Illness or injury of student or immediate family member(child, spouse, parent or legal guardian)
Medical documentation confirming the onset and duration of the illness. The illness may be physical or emotional. Specific information on the illness is not requested.
- ____ 2. Disasters-fire, flood, earthquake, earth tremors, etc. affecting student attendance
Insurance claims or other third party information verifying the date of the disaster.
- ____ 3. Death in Immediate Family causing financial or academic hardship.
Copy of death certificate must be provided
- ____ 4. Other circumstances beyond the student's control.
Third party documentation confirming circumstance.

2. Name of Academic Advisor _____ Degree/Major _____

3. I have been working with (check all that apply)

____ Student Support Services

____ Academic Success Center

____ Other (Specify) _____

4. **Federal regulations require you state why you failed to meet SAP and what has changed that will allow you to meet SAP at the next evaluation.** If permitted to return to Concord University for the upcoming semester, provide your plan for improvement. Attach an additional sheet, if necessary.

Students on financial aid suspension should not depend on financial aid to pay tuition and fee expenses, but should be prepared to pay from their own resources pending the outcome of their academic/financial aid appeal.

Student Signature _____ Date _____

Office Use Only:

Academic Appeal:
Approved _____ Denied _____ Date: _____

Financial Aid Appeal:
Approved _____ Denied _____ Date : _____

Committee members: _____

Comments of Committee
