

STUDENT INFORMATION

| Student Last Name | Student First Name | UOG Student ID | Phone Number |
|-------------------|--------------------|----------------|--------------|
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INSTRUCTIONS

In accordance with Federal Regulations, the Financial Aid Office is required to monitor a student’s academic progress towards his/her declared program of study. In order to monitor your progress, the institution has established a Satisfactory Academic Progress Policy. All students receiving financial aid must be in compliance with this policy. According to the policy, you have been determined to be ineligible or disqualified for financial aid for the term specified.

REQUIRED DOCUMENTATION

Whether you were disqualified or ineligible due to insufficient completion of credits and/or required grade point average, in order for our office to consider your petition for an evaluation of your Satisfactory Academic Progress status, you must complete and submit the following applicable items listed below.

- **Satisfactory Academic Progress NSP Appeal form**
- **Explain why you were unable to make satisfactory academic progress and**
- **describe corrective or preventative actions taken to ensure that you will maintain satisfactory academic progress in the future.**

An appeal for financial aid must include the applicable supportive documentation relative to the student’s situation.

| <u>Situation</u> | <u>Required Document</u> |
|---|--------------------------|
| Death of spouse, immediate family member | Death Certificate |
| Illness of student, spouse or immediate family member | Physician Certification |
| Accident or injury to student | Physician Certification |

Make a photocopy of your form and all applicable documents you are submitting for your records. We will not provide copies.

| FINANCIAL AID OFFICE ADVISOR USE ONLY | |
|---|---------------------------------|
| CREDIT DEFICIENCY OR CONTINUED PROBATION | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| Semester: _____ | |
| Recommendation: | |
| FAO Advisor Signature: _____ Date: _____ | |

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Petitions should be prepared thoughtfully and should focus on the reason(s) for the petition. Failure to complete this form and submit all required documentation will result in your petition not being reviewed. Students will receive a response to their completed request within one week.

Please detail all required information as instructed on page 1 and attached all relevant supporting documents with the submission. You may attach a separate letter for additional space.

I certify that all information contained in this form is true, complete and accurate. I understand that I may be contacted if further information is needed.

Student Signature: _____

Date: _____