



**Office of Enrollment Services**  
**SATISFACTORY ACADEMIC PROGRESS APPEAL**

You may submit an appeal if you have failed to meet Satisfactory Academic Progress requirements. By submitting this appeal, you are requesting that your extenuating or unusual circumstances be considered in order to have your financial aid reinstated.

**DEADLINE:** An appeal will not be considered for the current semester after the tenth week of class. Appeals to receive aid for prior semesters will not be considered. Before an appeal will be considered, you must have a Free Application for Federal Student Aid (FAFSA) on file for the semester you are requesting financial aid and not be dismissed from Trinity.

**PROCEDURE:**

Step 1: Turn in Satisfactory Academic Progress Appeal to the Office of Enrollment Services. Please be sure to attach any required documentation.

Step 2: The appeal will be reviewed within two weeks to evaluate your academic record and determine if extenuating or unusual circumstances existed. You will be notified in writing of the decision of the Appeal Committee.

Step 3: If the appeal is **approved**, financial aid will be reinstated for a specified period of time, depending on the circumstances presented.

If your appeal is **denied** through the initial review (Step 2), you will be given an opportunity to request a personal interview with the Financial Aid Appeal Committee.

- When you meet with the Committee, you will be given an opportunity to explain your appeal and submit additional information and/or documentation.
- The Appeal Committee will then approve or deny your appeal. The decision of the Appeal Committee is final.
- If your appeal is then approved by the committee, financial aid will be reinstated for a specified period of time, depending on the circumstances presented.
- If your appeal is denied, the committee will specify the steps you must take in order to have aid reinstated.



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**SATISFACTORY ACADEMIC PROGRESS APPEAL**

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Appeal is for (mark one): Fall 2008 \_\_\_\_\_ Spring 2009 \_\_\_\_\_ Summer 2009 \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Major: \_\_\_\_\_

Degree objective: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

1. Which of the following resources have you used while at Trinity? Mark all that apply.

- |                                                             |                                              |
|-------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Academic Support & Career Services | <input type="checkbox"/> Academic Advisor    |
| <input type="checkbox"/> Dean of Student Services           | <input type="checkbox"/> Enrollment Services |
| <input type="checkbox"/> The Writing Center                 | <input type="checkbox"/> Other: _____        |

2. How often did you use these resources? What was the result?

3. What extenuating circumstances prohibited you from meeting the Satisfactory Academic Progress requirements? You must attach documentation to support your claim of extenuating circumstances (letter confirming medical treatment, confirmation of death in the immediate family, etc.).

4. What changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Please explain.

(Attach additional sheets if necessary.)

I certify that the information provided in this appeal is true. Information submitted here is governed by the Honor System. Failure to be truthful is considered a violation of the Honor Agreement, and will result in sanctions and possible dismissal from the University, as determined by the Judicial Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_