

2011-2012 Federal Title IV Satisfactory Academic Progress Appeal

This form is for students who have not achieved satisfactory academic progress and wish to appeal the potential loss of federal aid.

Directions for submitting an appeal:

1. Write a formal letter of appeal.
2. Explain the extenuating circumstances that prevented you from making academic progress.
3. Define what has changed in your situation that would allow you to demonstrate academic progress at the next evaluation.
4. Attach the letter of appeal to this form and submit it to The HUB:

Attn: Financial Aid Academic Progress
The HUB - Student Financial Aid Office
Carnegie Mellon University
Warner Hall, A-19
5000 Forbes Avenue
Pittsburgh, PA 15213

Once the appeal is submitted, it is reviewed by the Satisfactory Academic Progress Appeal Committee. INITIAL REVIEW WILL BEGIN NO LATER THAN JUNE 30, 2011. You will be notified in writing regarding the committee's decision two weeks after the receipt of the appeal.

Depending on the nature of the appeal, the Appeal Committee may require you to develop an academic plan, in conjunction with your academic advisor, to put you on track to successful program completion. This will be determined on an individual basis and depend on the length of your enrollment, class completion rate and earned grade point average. All subsequent or second appeals will require an academic plan.

Name: _____ ID Number: _____

Student's Address: _____

Student's Signature: _____ Date: _____

Examples of appeals:

- Extended illness
- Changes in major
- Difficult transition to first-year in college (academically and socially)
- Recent diagnosis of learning disability
- Recent death of a close family member