

**2024-2025 Financial Aid Satisfactory  
Academic Progress Appeal**

This form is for students who have not achieved satisfactory academic progress and wish to appeal the potential loss of financial aid.  
Directions for submitting an appeal:

1. Write a formal letter of appeal.
  - a. Explain the extenuating circumstances that prevented you from making academic progress.
    - i. 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
    - b. Define what has changed in your situation that would allow you to demonstrate academic progress at the next evaluation.
2. Attach the letter of appeal to this form and submit to your My Student Aid portal, email to [thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu) or mail to The HUB, Attn: Financial Aid Academic Progress, Carnegie Mellon University, Warner Hall A19, 5000 Forbes Ave., Pittsburgh, PA 15213.

Once the appeal is submitted, it is reviewed by the Satisfactory Academic Progress Appeal Committee. You will be notified in writing regarding the committee's decision approximately two weeks after the receipt of the appeal.

Depending on the nature of the appeal, the committee may require you to develop a Financial Aid Academic Progress Improvement 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: \_\_\_\_\_