Right to Request a Review. If your eligibility for Title IV financial aid has been suspended because you have not met one or more of three standards of academic progress, you may request a review of that suspension to the University Committee on Student Financial Services. **You must have experienced unusual circumstances that affected your ability to meet those standards in order to appeal.**

Definition. An unusual circumstance for this purpose is a serious situation outside the student’s control that has had a negative impact on the student’s ability to complete courses at UNA and maintain satisfactory grades. *Freshman or transfer year adjustment, for example, is probably not a truly unusual circumstance.*

Review Process. Requests for review are screened and may be considered individually and independently by Committee members who are appointed by UNA’s president. Allow at least 2-3 weeks for complete review and more time during interim periods. If you submit a written request for review, you will be notified via email or letter of the Committee’s decision, **which is final.** Check your UNA Portal e-mail for updates on your status.

Title IV Aid:  
- Alabama Student Assistance Program (ASAP)  
- Federal Work Study  
- Parent Loan for Undergraduate Students  
- Pell Grant  
- Stafford Loan, both subsidized and unsubsidized  
- Supplemental Educational Opportunity Grant (SEOG)

Preparing Your Appeal. If you decide to appeal, here are some suggestions that might improve your chance of being reinstated:

- Use Page 2 of this form. You may attach additional pages or supporting documents, if necessary.  
- Stick to the facts. Write about facts relevant to the unusual circumstances leading to your academic standing.  
- Don’t write about your “need” for financial aid. It is not the function of the Committee to evaluate your financial need. Rather, the Committee determines the impact of your unusual circumstances on your academic progress.  
- Be specific. Call attention to the specific semesters or years in which the unusual circumstance took place. Remember that the committee reviews your **entire** academic history, so make sure your statement addresses each and every semester that was affected by the unusual circumstances.  
- Discuss what you plan to do in future semesters to improve your academic performance.  
- Observe Standard English and college composition guidelines.  
- Type or neatly handwrite your request to the Committee.

Bring to Student Financial Services, Room 318 of the Commons Building.
STUDENT’S REQUEST for REVIEW

TO: UNA Committee on SFS

RE: Financial Aid Eligibility Suspension

Student’s Name: ________________________________

Student ID #: ________________________________

Email Address: ____________________________ Date: ____________

Appeal is to be considered for (i.e. Fall 2014) ____________

I have not met the following standard(s) of academic progress:

___ I have completed less than 75% of hours attempted.

___ I am not meeting the GPA requirement for my classification

___ I am an undergraduate, and I have attempted more than 172 undergraduate hours.

___ I am a graduate student, and I have attempted more than 45 graduate hours.

___ I am on academic probation.

During my academic career at UNA and other institutions, I have experienced the following mitigating circumstance(s):

______________________________________________________________________________________________________________

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______________________________________________________________________________________________________________

(Use the back of this form if necessary)

SFS use only:

Percentage rate-

GPA- ____________________________

Hrs attempted-

Classification

Signature: ____________________________

Date: ____________________________