

# Standards of Academic Progress Appeal

Student's Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Students at Mansfield University are required to maintain standards of academic progress in order to remain eligible for financial aid. The Director of Financial Aid may waive these standards if the student can show mitigating circumstances (e.g. illness, family crisis) played a role in the student's lack of progress.

In order for the director to process your appeal as quickly as possible:

- 1) **Complete this appeal form.** Please give dates and explain as clearly as possible.
- 2) **Submit supporting documentation.** You may submit (but are not required) documentation materials that include, but are not limited to, doctor's excuses, medical bills or anything else that supports your mitigating circumstance.
- 3) **Appeal Limitations** - Students are limited to TWO appeals during the course of their enrollment at Mansfield University. Students who have already submitted two appeals must meet with the Director of Financial Aid before further appeals will be considered

**Date circumstance occurred:** \_\_\_\_\_

**Reinstate Aid for:**  
(Check one)

Summer 2009

Fall 2009

Spring 2010

Summer 2010

Explanation of mitigating circumstances (please continue on back if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Signature and Certification

I hereby affirm that all information reported on this form and any attachments hereto is true, complete, and accurate to the best of my knowledge. I understand that if I receive any federal student aid based on incorrect information, I will have to pay it back; I may also have to pay fines and fees.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed form to:

**Mansfield University  
Enrollment Services  
224 South Hall  
Mansfield, PA 16933  
Phone (570) 662-4129  
Fax (570) 662-4136**

### For Official Use Only:

Appeal Approved \_\_\_\_\_

Appeal Denied \_\_\_\_\_

Letter Sent \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_