



FINANCIAL AID SUSPENSION APPEAL REQUEST

You have the right to appeal your financial aid suspension if you feel there were circumstances in your life that adversely affected your academic performance at College of the Muscogee Nation (extenuating or unforeseen circumstances e.g., extended illness, death in family, divorce, etc...). The Financial Aid Suspension Appeals Committee will review your request and notify you of the decision via mail and official student e-mail. **The committee considering your appeal expects your appeal to include the following:**

- This completed Financial Aid Suspension Appeal Request form.
- If you are currently enrolled in classes, verification from your instructors that you are participating in your courses. If they prefer, they can e-mail financialaid@cmn.edu.
- A description of the circumstances that you believe played a role in your not making satisfactory academic progress (on other side of this form).
- Any documentation that will support your appeal (statements from adviser, physician, etc...). **If you possess supporting documentation and choose not to submit it, your appeal may be denied due to lack of documentation.** CMN ensures the privacy and safeguarding of all financial aid information submitted.
- Please refer to our Satisfactory Academic Progress Policy located in our consumer information guide.
- If your suspension was due to exceeding the maximum number of hours to complete your degree, you **must include the Remaining Hours Required for Degree Completion Form**, completed and signed by your advisor as well as a copy of your **degree audit** which can be obtained from your academic advisor. If you have other academic work that is not reflected on your CMN transcript, you must provide a transcript from those other institutions. Appeals will not be considered until all required forms have been submitted.

Decisions on Your Appeal:

Once your appeal has been reviewed by the Financial Aid Suspension Appeals Committee, you will be notified of one of the following:

- Your appeal is denied – you will not be eligible for financial aid for the term you are appealing.
 - Once you have reached the standard for Satisfactory Academic Progress, you may notify the Committee in writing to reinstate your financial aid, or if you meet the requirements of the committee you may re-appeal the following semester.
- Your appeal is approved and you are placed on Probation.
 - You must meet Satisfactory Academic Progress at the end of the appeal semester or you will be placed back on suspension.
- Your appeal will be approved; however, you may be required to make an appointment with an Advisor to develop an individual Academic Plan designed for you to follow to progress toward graduation. Failure to meet the terms of the academic plan will place you back on suspension.
- Decisions by the Financial Aid Suspension Appeals Committee are final and cannot be appealed.

Instructions:

1. **DEADLINE:** The Appeals Committee will make every effort to make appeal decisions prior to the date to withdraw without incurring charges, however, you should be prepared to be responsible for the charges or withdraw by the published date. After the first month of the term, the Committee will meet no less than one time per month.
2. Typed explanations only.
3. If you are appealing due to exceeding or about to exceed your maximum time frame, you should submit a **Remaining Hours Required for Degree Completion form evaluated by your Academic Advisor along with a copy of your degree audit.**
Return all required forms to Financial Aid and Scholarships 2170 Raven Circle, Okmulgee, OK 74447 or fax to (918)-549-2882 or e-mail to financialaid@cmn.edu.
4. You will be notified in writing and by official student e-mail when the review of your appeal is completed.



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NAME _____ STUDENT ID _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

CONTACT PHONE #: _____ EMAIL: _____

Current Program/Major _____ Anticipated Graduation Date _____

What term are you appealing? _____ Fall Semester _____ Spring Semester
 _____ Summer Semester _____ Not enrolled – future semester

1. What extenuating circumstances have kept you from meeting your Satisfactory Academic Progress requirements? Indicate the reasons. (Examples include hospitalization or extended illness, divorce, death of an immediate family member, returning to school after an extended period, etc. **You should attach documentation to support any claims of extenuating circumstances, when appropriate** (e.g. Letter/document confirming medical treatment, confirmation of death of family members, divorce decree, etc.).

Must Submit a Typed Response

2. What changes have occurred or do you plan to implement that will enable you to meet Satisfactory Academic Progress requirements?

Must Submit a Typed Response

SIGNATURE: _____ DATE: _____

Return this form to: College of The Muscogee Nation Financial Aid and Scholarships office 2170 Raven Circle Okmulgee, OK 74447
Phone: 918.549.2800 Fax: 918.759.6942 E-Mail: financialaid@cmn.edu