

APPEAL PROCESS CHECKLIST

WHILE APPEALS ARE PENDING

STUDENTS ARE NOT ALLOWED TO ATTEND CLASS, UTILIZE THEIR MEAL PLAN, or RESIDE IN CAMPUS

REQUIRED DOCUMENTATION

- Appeal Form with detailed information submitted by the student
- Student Requested Letter from the Student's Advisor – Providing insight about the student's academic performance as well as the advisors recommendation about approving or denying the appeal and why.
 - **The letter from the advisor is to be submitted directly to the Financial Aid Suspension and Satisfactory Progress Committee.**
 - **The letter may be in the form of an email directed to the Glenda Huff, Director of Student Aid or Lana Wagner, Registrar.**
- In addition to the advisor's letter, students have the option of asking another faculty member or staff member to write a letter to the Committee in support of the appeal.

Due to the amount of time involved preparing an appeal, students cannot expect to begin gathering the required supporting documentation on the final submission date and still have their appeal reviewed.

REQUEST FOR TRANSFER COURSE APPROVAL

TRANSFER REQUEST FORMS MUST BE PICKED UP OR REQUESTED DIRECT FROM THE REGISTRAR'S OFFICE

Students who desire to repeat a course or courses at another college or university must complete and submit a signed Request for Transfer Course Approval to the Registrar's Office. The Request must be signed by the student and the student's advisor. The properly completed request must be submitted PRIOR to beginning enrollment.

UNSATISFACTORY ACADEMIC PROGRESS

Students who participate in intercollegiate sports must **contact Mike Jones at 325/649-8830** regarding the participation policy established by the Athletic Department.

Students placed on Academic Suspension are not considered to be making Satisfactory Progress. A student who is not making satisfactory progress may not participate in extracurricular activities such as intramurals and student organizations.

DO YOU HAVE A COMPLETED DEGREE AUDIT ON FILE IN THE REGISTRAR'S OFFICE

IF YOU ANSWERED "NO", and you have completed 60 credit hours or more, YOUR APPEAL WILL NOT BE CONSIDERED until you have an official degree audit on file. A degree audit is official when signed by the student, the student's advisor, the department head of the major, the school dean of the major, and, if pursuing teacher certification, by the certification officer. The signed degree audit is then submitted to the Office of the Registrar.