



550 E. Spring St.  
Rhodes Hall, Rm. 143  
Columbus, OH 43215  
(614) 287-2648  
(614) 287-3985 FAX

## Standards of Satisfactory Academic Progress Appeal

### Columbus State Financial Aid Office

Student's Name \_\_\_\_\_ Student I.D. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Last Quarter Enrolled \_\_\_\_\_

Columbus State Community College recognizes that occasionally emergency situations occur which prevent the completion of scheduled classes. When an emergency situation outside of the student's control occurs, the student may appeal to have his/her financial aid restriction lifted and his/her eligibility reinstated. The following guidelines should be followed for financial aid appeals:

1. All appeals MUST include a personal statement from the student explaining the extenuating circumstance(s) which resulted in the inability to complete attempted courses.
2. Deadline for submission of all appeals is the second Friday of the quarter. Appeals received after this deadline will be considered for reinstatement in the next quarter.
3. Students can have two approved appeals during their academic career here at Columbus State.

Return this signed form and the required documentation to:  
Columbus State Community College  
Financial Aid Office  
550 E. Spring St.  
Columbus, Ohio 43215

You may also drop your appeal off in the lower level of Rhodes Hall or fax to (614) 287-3985.

I hereby certify that all information contained in this request is true and complete. I understand that providing false statements or fraudulent documentation will prevent me from receiving financial aid and may lead to fines and/or imprisonment.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*All appeals received with appropriate documentation will be reviewed by a committee of Financial Aid Office staff members and a written notification mailed to the student within 2-3 weeks.  
**The decision of the Standards of Academic Progress Committee is final.***

For Office Use Only					
Decision:	Approved	Conditionally Approved	Pended	Denied	Qtr Reinstated _____
Comments:					Hrs Approved _____

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

**Please indicate the reason for your appeal on the back of this form.**

**You have fallen below the required completion rate or GPA.**

Please check the reason for your appeal:

**Illness or Injury** *You or a member of your immediate family was injured or ill for an extended period of time*

**Required Documentation:**

- Personal statement should include: name of the person who was ill/injured, relationship to you, nature and dates of the illness/injury, name of treating physician or hospital
- Dated documentation from treating physician or hospital

**Death in the Immediate Family** *Parent/legal guardian, spouse, sibling, or child*

**Required Documentation:**

- Personal statement should include: name of the deceased, relationship to you, and date of death
- Photocopy of the death certificate, obituary, or funeral program

**Unexpected Military Service** *You received military service orders after the start of the quarter*

**Required Documentation:**

- Personal statement should include: dates of service, date orders were received
- Copy of orders

**Other Unforeseen Event(s)**

**Required Documentation:**

- Personal statement should include: explanation of the extenuating circumstance(s)
- Appropriate documentation substantiating the reason(s) for lack of Satisfactory Academic Progress

**No Registration Activity for the 8 Consecutive Quarters**

**Required Documentation:**

- Personal statement should include: plan for academic success

**You have exceeded the maximum time frame allowable to finish your program of study.**

This time frame cannot exceed 150% of the credits required for completing your degree.

Please check the reason for your appeal:

**Columbus State Graduate**

*You have finished an associate degree at CSCC and are pursuing a second associate degree*

**Required Documentation:**

- Personal statement should include: quarter and year of graduation, degree obtained, new intended degree (Note: You are allowed 50 additional hours of financial aid for your second degree. Appeals will not be approved for completion of both the AA and AS degrees.)

**Transfer credits not applying to your current program of study**

**Required Documentation:**

- Personal statement should include: intended degree at Columbus State
- Degree Audit Report for your declared program of study

**Major is no longer offered at CSCC** *and the classes are not applicable to another major*

**Required Documentation:**

- Personal statement should include: intended degree at Columbus State
- Degree Audit Report for your declared program of study

**Significant prerequisites required for your major**

*You were required to take a significant number of prescribed prerequisites before beginning your program of study*

**Required Documentation:**

- Personal statement should include: intended degree at Columbus State
- Degree Audit Report for your declared program of study

**Other Unforeseen Event(s)**

**Required Documentation:**

- Personal statement should include: explanation of the extenuating circumstance(s)
- Appropriate documentation substantiating the reason(s) for lack of Satisfactory Academic Progress
- Degree Audit Report