

PRIORITY DEADLINES: SUMMER SEMESTER – 2nd Friday in May
 FALL SEMESTER – 2nd Friday in June
 SPRING SEMESTER – 2nd Friday in December

Appeal Semester (Example: Fall 2008)

*****Applications will not be accepted or reviewed after the 10th day of class*****

HAND DELIVERIES WILL NOT BE ACCEPTED. THIS APPLICATION SHOULD BE SENT CERTIFIED MAIL.



ACADEMIC AFFAIRS / FINANCIAL AID APPEAL APPLICATION

ATTENTION STUDENTS: On a separate sheet of paper, you must provide a written explanation of the circumstance that caused your academic/financial aid suspension or probation. Be specific in your explanation. You must provide proper documentation to substantiate your reason(s) for appeal.

Examples of proper documentation : Doctor's statement/letter, check stubs, copy of divorce decree, or death certificate with a notarized statement regarding kinship to the deceased. Funeral programs and obituaries are only accepted with other forms of certification.

PLEASE TYPE or PRINT

DATE:

Last Name	First Name	Social Security Number
Address:		(Area Code) Telephone Number:
City, State, Zip Code:		
Classification	E-mail Address	

TYPE OF APPEAL (Check all that apply)

- Academic Appeal Only
- Financial Aid Appeal Only
- Both Types- Academic & Financial Aid Appeal

REASON FOR APPEAL (Check all that apply) - Must provide documentation with your application

- Medical
- Death of Family Member
- Other (Specify)

Attention: Applications will not be accepted or reviewed after the 10th day of class
 Send this form with supporting documents via **Certified Mail to:**

**Office of Academic Affairs
 P.O. Box 9820
 Baton Rouge, LA 70813-9820**

This application CANNOT be hand delivered. Please send by certified mail in order for you to verify receipt of your application.

NOTE: ALL supporting documents and application must arrive **TOGETHER! FAXES, LATE DOCUMENTS, or LATE APPLICATIONS WILL NOT BE ACCEPTED!** All appeal letters must be completed by the student on suspension or probation, **NOT** by parents, guardians, friends or other parties.

Committee use only:

Prior Number of Appeals _____ SGPA _____ SAH _____ SEH _____ SC% _____

CGPA _____ CAH _____ CEH _____ CC% _____ Approved: _____ Denied _____

Reason for Denial _____

Comments: _____

Signature: _____ Date: _____

NOTE: Students may contact any of the following offices to inquire about his/her decision: Enrollment Management: 771-4361; Center for Student Success: 771-4312; Academic Affairs: 771-2360; Financial Aid: 771-2790.