

**PRIORITY DEADLINES: SUMMER SEMESTER – May 25<sup>th</sup>, 2009.**  
**FALL SEMESTER – May 25<sup>th</sup>, 2009.**  
**SPRING SEMESTER – December 15<sup>th</sup>, 2009.**

Appeal Semester (Example: Fall 2009)

**\*\*\*APPLICATIONS WILL NOT BE ACCEPTED OR REVIEWED AFTER THE 1<sup>st</sup> WEEK OF CLASS.**  
**\*\*\*HAND DELIVERIES WILL NOT BE ACCEPTED.**



## ACADEMIC AFFAIRS / FINANCIAL AID APPEAL APPLICATION

### *for Undergraduate and Graduate Students*

**ATTENTION STUDENTS: YOU MUST TYPE** on a separate sheet of paper, an 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 or death certificate with a notarized statement regarding kinship to the deceased. Funeral programs and newspaper obituaries are only accepted with other forms of certification.

**TYPE or PRINT**

**DATE:**

Last Name	First	Social Security Number
Address		(Area Code) Telephone
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)**

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

Send this form with supporting documents *certified mail to:*

**University College**  
**P.O. Box 9251**  
**Baton Rouge, LA 70813-9251**

**ATTENTION: This application CANNOT be hand delivered. Send by certified mail.**

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

Committee use only:

Prior Financial Aid 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. Center for Student Success – 771 4312; Financial Aid – 771 2790; Academic Affairs – 771 2360 or Enrollment Management – 771 4361.**