

A student who failed to meet the minimum requirements of their scholarship and did not have their scholarship renewed may appeal this status if unusual circumstances interfered with his or her ability to meet these standards. The purpose of the Scholarship Appeal form is to allow a student to explain and document the circumstances that interfered with his or her ability to meet the scholarship standards.

### STEP 1: Student Information

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

### STEP 2: Explanation of Circumstances Impacting Academic Performance

Please attach a typed and detailed statement that explains the extenuating circumstances that impacted your ability to meet academic standards. This may include but are not limited to the following situations: medical condition, death of a family member, divorce/separation, military service, etc. (**attached statements must be signed and dated by hand**).

### STEP 3: Academic Plan

Please also attach a typed and detailed statement that explains how your circumstances have changed or how you will address the extenuating circumstances so that you may be successful in future terms (**attached statements must be signed and dated by hand**).

### STEP 4: Documentation

Supporting documentation is required to be submitted with your statement. Examples of such documentation may include, but are not limited to:

- Medical Condition: A physician or healthcare provider's statement confirming medical condition
- Death of a Family Member: Copy of death certificate or obituary
- Divorce or Separation: Court documents
- Military Service: Official military orders
- Miscellaneous: Third-party statements

*Supporting documentation is considered confidential information and will not be released to any department or outside agency without prior written approval from the student.*

### STEP 5: Certification

All the information provided with the submission of this appeal is true and complete to the best of my knowledge. If necessary, I agree to provide additional documentation of the circumstances cited. I understand that submission of an appeal does not guarantee approval and that my appeal may be denied as the result of insufficient documentation.

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

Date \_\_\_\_\_