Appeal Packet Acceptance Policy

1. The appeal packet must be complete with all the following documents included:
   a. Suspension Appeal Form – complete, signed, and dated.
   b. Official Degree Audit – signed by a counselor or advisor
   c. College transcripts

2. If the appeal packet is NOT complete – hand the paperwork back to the student and very politely and professionally explain that we cannot accept the packet until all documents are submitted.

3. If all required documentation is included in packet, accept it and tell the student they will receive a letter granting or denying the appeal. If it is granted they will need to call in and make an appointment to review and sign the appeal contract.

4. DO NOT make appointments for appeals until they are granted.

5. The committee members will review the entire appeal packet and render a decision. Students will then be notified.

6. Financial Aid will not assist students in completing the appeal packet. This will be the student’s responsibility to complete and submit for consideration.

7. Students that are in Default on a Federal Student Loan will not be granted an appeal.