



## Satisfactory Academic Progress Appeal for Financial Aid Reinstatement

Bismarck State College – Office of Financial Aid  
 1500 Edwards Avenue Box 5587  
 Bismarck, ND 58506  
 Phone: (701)224-5494  
 Fax: (701)224-2402  
[BSC.FinancialAid@bismarckstate.edu](mailto:BSC.FinancialAid@bismarckstate.edu)

You have the right to appeal your financial aid disqualification. Please complete all sections of this form and return to the financial aid office.

### Section 1: General Information

Last Name:	First Name:	MI:	Student ID#:
Bismarck State College Email Address:			Telephone #:
Term for which I am requesting aid reinstatement (i.e. Fall, Spring, Summer and the year):		Program of study for which I am requesting aid reinstatement:	

### Section 2: Appeal Instructions

Please review the items below prior to completing the remainder of the appeal form.

#### Items to Complete Prior to Appealing

You are required to have the following items complete prior to submitting the appeal form and all necessary documents:

- You must be fully admitted into the program for which you are appealing.
  - Contact the admissions office at 701-224-5429 for assistance
- You must have a completed FAFSA that has been received by the Bismarck State College Financial Aid Office for evaluation.
  - You can submit your FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa>.

#### Deadline for Appeal Submission

It is strongly recommended that you have submitted a completed appeal request no later than **two weeks prior** to the start date of your first course in the semester for which you are appealing for financial aid reinstatement. Late appeals may still be accepted for review at the discretion of the BSC Financial Aid Office.

#### Timeline for Review and Communications

- It may take a minimum of one week to review your appeal, during peak business times it may take a minimum of 2 weeks.
- If your appeal is submitted to the financial aid office incomplete you will be sent one reminder requesting the item(s) that are missing. You will be given 2 weeks from the date of the reminder to submit the missing item(s). If the item(s) are not received within the requested timeframe you will be sent a notice that your appeal is denied.
- If you are currently enrolled and appealing for a future semester your appeal will be evaluated at the conclusion of the current semester once all final grades are available.
- All decisions or requests for further information will be sent to your Bismarck State College email account.
- All students providing an appeal for any semester are expected to attend all classes that have started and complete the necessary coursework for those classes while awaiting the results of their appeal.

#### Academic Requirements Report- Help Guide

The Academic Requirements Report (available in Campus Connection) will serve as the degree audit required for review of your appeal.

Follow the steps included in this help guide to view and print this report:

<https://bismarckstate.edu/uploads/resources/4807/academic-requirements-report.pdf>

If you are reviewing this appeal form as a hardcopy, here is how to navigate to the help guide for the academic requirements report:

- Go to BSC website [www.bismarckstate.edu](http://www.bismarckstate.edu)
- Select "Resources for Current Students" (top of home page)
- Select "Campus Connection Help" (located under quick links)
- Select "Run Academic Requirements Report" (located under the Degree Audit Information section)
- Follow the directions on the help guide to run your academic requirements report in Campus Connection.

If you are experiencing technical difficulties with the academic requirements report, please contact the Academic Records Office at 701-224-5420. Additional degree audit information is provided on page 2.

**(Please see page 2 for appeal reasons and signature line – Required)**

### **Degree Audit Information (Continued)**

You can also contact your assigned academic advisor or an academic advisor in the Mystic Advising & Counseling Center (MACC – located in the BSC Student Union) at (701)224-5752. This is certainly recommended if you need assistance in planning out the remainder of your program. You should be meeting with an advisor at least once per semester, usually when registering for classes for the next semester. If an academic advisor prepares a degree plan for you it can be provided in place of the academic requirements report as long as the advisor signs and dates the degree plan that they prepare.

### ***Section 3: Appeal Reasons and Supporting Documents***

Please indicate your reason for appealing below and provide the documents listed for that reason (bullet points). Limit the supporting documents to 10 pages. Incomplete appeals will not be fully reviewed and will delay the decision.

<input type="checkbox"/> <b>Extenuating circumstances of a medical nature (i.e. illness, hospitalization, mental health issues).</b> <ul style="list-style-type: none"><li>• Attach a signed statement from yourself explaining the medical circumstance. Include information that indicates what the current status is regarding your medical situation, and what your plan is for academic improvement.</li><li>• Attach supporting documentation (i.e. letter from a healthcare provider, on official letterhead, listing dates and conditions that are specific to your reason for appeal).</li><li>• Attach a copy of your degree audit for your current program of study (instructions provided in section 2).</li></ul>
<input type="checkbox"/> <b>Family difficulties (i.e. death, divorce, illness or injury of immediate family member).</b> <ul style="list-style-type: none"><li>• Attach a signed statement from yourself explaining the situation. Include information on how this situation impacted your academic performance, and what your plan is for academic improvement.</li><li>• Attach supporting documentation (i.e. obituary, death certificate, funeral program, court documents, signed statement from family member affected).</li><li>• Attach a copy of your degree audit for your current program of study (instructions provided in section 2).</li></ul>
<input type="checkbox"/> <b>Other extenuating circumstances (i.e. youthful indiscretion, military deployment, etc.).</b> <ul style="list-style-type: none"><li>• Attach a signed statement from yourself explaining the situation. Include information on how this situation impacted your academic performance, and what your plan is for academic improvement.</li><li>• Attach supporting documentation (i.e. legal documents, deployment papers, signed statement from an involved family member or 3<sup>rd</sup> party).</li><li>• Attach a copy of your degree audit for your current program of study (instructions provided in section 2).</li></ul>
<input type="checkbox"/> <b>Attempted maximum credits (150%+ of the credits required for your program).*</b> <ul style="list-style-type: none"><li>• Attach a signed statement from yourself explaining the reason you have exceeded your maximum credits (i.e. changed majors, transferred credits, earned a previous degree). Also provide information on what your academic plans at BSC include.</li><li>• Attach a copy of your degree audit for your current program of study (instructions provided in section 2).</li></ul> <p><i>*This reason can be used if the <b>ONLY</b> measurement that is affecting your aid eligibility is maximum credits.</i></p>

### ***Section 4: Statement of Understanding and Signature***

**Student Statement of Understanding:** I am appealing to have my federal financial aid eligibility reinstated.

- I understand that I am responsible for all college costs should I choose to enroll in courses (tuition, fees, books, room and board, etc.).
- I understand that submitting this appeal does not guarantee my appeal will be approved.
- I understand that if my appeal is approved I have agreed to adhere to the terms and conditions set forth in my approval notice in order to continue receiving federal financial aid. If I do not meet these requirements my financial aid status will revert back to disqualification.

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