

Office of Financial Aid Phone: 304-876-5470 Fax: 304-876-5238 Email: faoweb@shepherd.edu

Satisfactory Academic Progress – Student Statement

Based on your area(s) of violation in regard to the Satisfactory Academic Progress policy, type a detailed statement explaining why you have yet to achieve academic progress. Handwritten statements will not be accepted.

Step 1: In the space below, explain the extenuating circumstance that caused you to be unsuccessful.	
Step 2: In the space below, explain how the extenuating circumstance has been resolved.	
I understand that the Office of Financial Aid will not accept my appeal if it is incomplete or lacks supporting documentation. I am therefore submitting my complete appeal. I certify that all information submitted on this form and all supporting documentation is accurate, true, and complete to the best of my knowledge. I understand that any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a	
fine, imprisonment, or both under provisions of the U.S. Criminal Code.	
Printed Name:	Student ID:
Signature:	Date: