

APPEAL PROCESS FOR FEDERAL, STATE & INSTITUTIONAL FINANCIAL AID

To receive financial aid administered by the Office of Financial Aid at Shepherd University, students must be making satisfactory academic progress toward completion of an eligible degree. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively. Shepherd's policy is detailed online at <https://www.shepherd.edu/financialaid/sap> or in the Office of Financial Aid.

Appeals may be granted due to hardship based on extenuating circumstances such as death of an immediate family member; personal injury or illness of the student; or other documented circumstances as described by the student. Documentation such as death certificate/notice, physician's statement, academic degree plans, academic transcripts, etc will be reviewed.

A student who wishes to appeal any decision related to his or her federal, state or institutional financial aid is required to complete the Satisfactory Academic Progress (SAP) Level 1 Appeal Form and the Student Statement Form located in the Office of Financial Aid or on the Shepherd University website at <https://www.shepherd.edu/financialaid/sap>. The forms and any supporting documentation shall be submitted to the Office of Financial Aid for review.

The appeal will be reviewed by the Office of Financial Aid. A request for clarification or additional documentation may be made. The appeal will be considered incomplete until any requested documentation is provided. The student will be notified as to the decision of the Office of Financial Aid.

If the appeal is denied by the Office of Financial Aid, the student may request a Level 2 review by the Scholarship & Financial Aid Committee. The Satisfactory Academic Progress (SAP) Level 2 Appeal Form can be found at <https://www.shepherd.edu/financialaid/sap>. The Level 2 appeal shall be sent to the attention of the Director of Financial Aid who will convene the Committee. This Committee is appointed by the President of Shepherd University each year and is comprised of faculty and staff. The Committee will review the appeal form and all previously submitted documentation.

The decision of the Committee is final. The student will be notified as to the decision of the Committee.

Should the Committee deny the appeal, the student is not eligible for any further financial aid from Shepherd University until such time that the student becomes compliant with the satisfactory academic progress policy. Neither paying for classes nor sitting out a semester will automatically reinstate a student's financial aid eligibility.