



Columbus College of Art & Design

## OFFICE OF FINANCIAL AID 2019-2020 REQUEST FOR AN EXCEPTION TO THE SATISFACTORY ACADEMIC PROGRESS POLICY

Student full legal name \_\_\_\_\_

Social Security # \_\_\_\_\_

### Student's written appeal

Explain why you are asking the Financial Aid Appeal Committee to make an exception to the Satisfactory Academic Progress Policy. Include any unusual or extenuating circumstances which contributed to your academic deficiencies. **Attach appropriate documentation.** Suggesting that the committee contact doctors, professors, or other persons for additional information is not considered adequate documentation.

**The statement must be written by the student and should be at least 500 words.** Please attach this to this form before submitting to the Director of Financial Aid.

### Additional Information

Below are the questions that should be addressed in your 500 word essay:

1. What is your current degree or certificate objective?
2. What is your anticipated graduation date?
3. What is your major?
4. What is the reason for your appeal? What circumstances prevented you from earning the appropriate number of credits hours or maintaining the appropriate G.P.A. (provide documentation)
5. After you complete your degree or certification program, what are your career goals?
6. What changes have occurred that will enable you to meet the satisfactory progress requirements?

Attach documentation regarding your appeal. Supporting documentation must be included or this form will be returned unprocessed.

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

**Please note:** If your appeal is denied through the review process, you will be given an opportunity to request a personal meeting with the Financial Aid Director. You may submit additional information and documentation at the meeting. The decision of the Director of Financial Aid is final.

### Return to:

CCAD One-Stop Student Services  
60 Cleveland Ave., Columbus OH 43215  
P 614.222.3295 F 614.222.4034 financialaid@ccad.edu

Revised: Sept. 2018