

## SATISFACTORY ACADEMIC PROGRESS - PETITION FOR REINSTATEMENT

Date: \_\_\_\_\_

Reinstatement for term: \_\_\_\_\_

Name: \_\_\_\_\_

UIN#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Major: \_\_\_\_\_

Anticipated Grad Date: \_\_\_\_\_

Type of Degree: \_\_\_\_\_

**Provide the following information using the other side of this form, and attach additional necessary information.**

### **Written Statement of Extenuating Circumstances**

Clearly state the extenuating circumstances (illness, emergency, etc.) which you believe caused you to not meet one or more of the measures of the standard of Satisfactory Progress for Financial Aid Recipients.

A.) Be specific

- Indicate date/time periods i.e., semesters, involved.
- Indicate how the circumstances affected you/your academic record.
- Provide pertinent details. Use additional paper, if necessary.

B.) Attach documentation (see below) which validate your statements.

C.) Sign and date your petition.

### **Attach Documents Validating the Extenuating Circumstances**

Documentation may include but is not limited to one or more of the following:

- A written statement from a medical or mental health professional, your academic advisor, or a credible professional, such as a member of the clergy or other college or university official, of the impact of an illness/emergency on your academic performance.
- A written statement signed by a medical or mental health professional describing the dates and services provided, or a copy of a bill for services rendered by a medical or mental health professional.
- A written statement from your parent, clearly stating the circumstances and the time period during which a personal or family problem occurred.
- An objective report of an occurrence such as police report, divorce documents, obituary, insurance damage reports for natural disasters, bill for services related to an emergency, etc.
- A written statement from your academic advisor which clearly states any transfer credits not accepted by your college, or which confirms administrative error, such courses you were advised to take in an inappropriate sequence, etc.

### **Allow Time for Review**

Your petition will be reviewed within 30 working days of the date you submit it to this office. Although we attempt to review petitions within a shorter time period, we cannot make a commitment to less than 30 days. You will be sent written notification of the results of our review. (Failure to provide adequate information or documentation will result in denial or delay of petition.)

