



Office of Student Financial Aid • 901 S Haverhill Road • El Dorado, KS 67042

Tel: 316.322.3121 or Wichita Metro 733.3121

Fax: 316.322.3316 or Wichita Metro 733.3316

Email: [finaidmail@butlercc.edu](mailto:finaidmail@butlercc.edu)

Web Site: [www.butlercc.edu/fin\\_aid/index.cfm](http://www.butlercc.edu/fin_aid/index.cfm)

Butler Student  
ID Number:

APPEAL

Student Last Name

First Name

M.I.

Example: @001111111 or Z00011111

## SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID APPEAL FORM

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_

Please indicate the kinds of problems that have contributed to your inability to maintain satisfactory academic progress. Check all that apply:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Adjustment to college                 | <input type="checkbox"/> Job-related difficulties | <input type="checkbox"/> Illness        |
| <input type="checkbox"/> Difficulty choosing a major or career | <input type="checkbox"/> Personal Problems        | <input type="checkbox"/> Stress/Anxiety |
| <input type="checkbox"/> Other _____                           |   |   |

1) **MUST BE COMPLETED:** Please provide an explanation for the boxes checked above detailing why you did not successfully complete your classes. Attach additional sheets as needed. Include appropriate documentation to support your explanation such as letters from a **doctor, lawyer, minister, or counselor** familiar with your situation. **Submit all documentation you want considered at this time. Documentation cannot be submitted later.** In addition, if you are citing the death of someone, you are required to provide a copy of the obituary, memorial folder, or newspaper clipping.

2) **MUST BE COMPLETED:** What have you done to correct the problems that have prevented you from maintaining satisfactory academic progress so that you will be able to be successful during the next time you take classes? Attach additional sheets and documentation as needed:

I have read and clearly understand the Satisfactory Academic Progress Policy and understand that the decision of the committee is final. I understand I must complete steps 1 and 2 above, or my appeal will not be considered.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Over

**Self-Reinstatement:** If an appeal is not submitted or granted, a student may be re-instated after successfully completing and paying for one semester at **Butler**. In that semester the student must attempt and complete a minimum of 3 credit hours. Some students may have to take more than 3 credit hours in a semester in order to return to good standing (if you enroll in more than 3 hours, you must complete all hours attempted). In order to be re-instated, students must also have a semester and an overall GPA of 2.0 and an overall completion rate of 67%. If a student owes a repayment or overpayment of Federal Student Aid, it must be taken care of before they can regain eligibility for additional Federal Student Aid. Butler account balances must be paid in full before financial aid can be reinstated.

The decision of the Financial Aid Review Committee is **final**. As defined by the Department of Education, a student may not appeal multiple semesters citing the same reasons and be considered for reinstatement. Students may discuss their appeal denial with the Director of Financial Aid; this may not affect the final decision of the committee.

**Reminder:**

Include appropriate documentation to support your appeal, such as letters from a *doctor, lawyer, minister, or counselor* familiar with your situation. **Submit all documentation you want considered at this time. Documentation cannot be submitted later.** In addition, if you are citing the death of someone, you are required to provide a copy of the obituary, memorial folder, or newspaper clipping.