Satisfactory Progress Appeal Guidelines

When mitigating circumstances occurs, such as a prolonged illness, a death in the family, injury, etc, you may appeal to the Financial Aid Office to reinstate your aid on a probationary standing. Your appeal will be reviewed upon submission of a completed request submitted through a workflow, with all supporting documentation uploaded. If your appeal request is incomplete, the appeal decision will be delayed and/or the request will be denied. Please review the Satisfactory Academic Progress (SAP) Policy on the web at https://finaid.mines.edu/keeping-your-financial-aid/

Financial Aid (grants, work study, federal student/parent loans, Provost Award): Students are allowed up to two appeals for separate circumstances for financial aid. If mitigating circumstances do not exist or the appeal is denied, the student may secure alternative funding until the satisfactory academic progress requirements have once again been met. Students will be eligible for aid beginning in the term immediately following the evaluation period where they meet both the GPA and pace standards.

Scholarships (President's Scholarship, Colorado Scholars, and most named scholarships): Students are allowed one appeal for circumstances like illness, family issues, adjusting to college, unexpected courseload, etc. If circumstances do not exist or the appeal is denied, the student will lose the scholarship permanently. Scholarships cannot be regained by better academic performance. If extreme circumstances exist where you feel a second appeal would be warranted, contact Financial Aid. For renewal requirements and more scholarship information, visit our website https://finaid.mines.edu/maintaining-scholarships/

Documentation:
Your appeal must be in the form of a written statement including the following:

- Outline the circumstances that prevented you from meeting the standards of satisfactory academic progress.
- Explain what has changed in your situation so you can now succeed.
- Attach additional documentation for extenuating circumstances which may include:
    - Birth/death certificates, obituaries, funeral programs
    - Medical records that corroborate illness and length of recuperation
    - Court documents
    - Statements from physicians, counselors
- ONLY for students who have exceeded the maximum timeframe: Submit a copy of a degree audit signed by your academic advisor.

If your appeal references sexual misconduct or protected class discrimination or harassment, the Financial Aid Office is required to report allegations of this nature to the Title IX and Equity Compliance office in addition to considering your appeal on these grounds.

If your appeal is approved you may be required to complete an academic plan to maintain good satisfactory progress with the Financial Aid Office. An email will be sent to your Mines email address with the outcome of your appeal.

Steps to Begin the Appeal:

1. Open the SAP Appeal Workflow in OnBase. Your name, CWID, and email address will prepopulate from your login credentials.
2. Choose your appeal type: Financial Aid, Scholarship, or Financial Aid & Scholarship.
3. Upload your personal statement and any supporting documentation.
4. Allow up to two weeks for processing.