

**ARKANSAS TECH UNIVERSITY
ACADEMIC POLICY APPEALS PROCESS**

1. Appeals must be made in writing within 30 days of notification.
2. Appeal letters must include your student ID number and current mailing address.
3. On the reverse side, please explain the circumstances, which caused you to fall behind in your academic progress and what has changed that will now enable you to be successful. Was there an illness, a death in the family, a divorce, etc.? Failure to provide sufficient information will result in the appeal being returned for additional information.
4. Do not include how much you need the money. This committee can only consider factors related to academic progress and make allowances within Federal guidelines relating to academic progress.
5. It is your responsibility to know the policy. Do not place blame on your academic advisor or a particular instructor.
6. Once the committee has met, you will receive a letter informing you of their decision.
7. Additional appeals may not be considered if you do not comply with the terms of the first appeal.

RETURN THIS FORM TO:

**ARKANSAS TECH UNIVERSITY
FINANCIAL AID OFFICE
1605 COLISEUM DRIVE, SUITE 117
RUSSELLVILLE, AR 72801-2222**