

Institutional Scholarship Appeal Process

If an extenuating circumstance has caused a student to fail to meet the academic requirements for renewing an A-State Institutional Scholarship, the student may file a scholarship appeal based on the below process.

Extenuating circumstances may include serious illness of student and/or immediate family member or death of immediate family member.

To appeal, please email scholarships@AState.edu with the following information:

Subject Line of Email: Institutional Scholarship Appeal

Email Required Content: Students must write a letter stating the reason for appealing with a detailed explanation of their extenuating circumstance along with sufficient supporting documentation. The letter should contain a detailed explanation of why the minimum requirements were not met and the student's plan of action to meet the minimum requirements. It should also be from the student and signed by the student. Please also include the following:

Your Name

Your A-State ID

Name of Institutional Scholarship

Supporting Documentation

Supporting documentation must accompany the student's written appeal and may consist of the following: a statement from a professional doctor, counselor, or advisor who assisted you; physician's statements with dates of treatment; medical release if applicable; court records; obituaries; academic assistance sought at the tutoring center; email correspondence with course instructor; etc. All supporting letters from professionals must be on letterhead. Students are responsible for providing sufficient supporting documentation with their appeal which satisfies the burden of proof of extenuating circumstances.

Please visit your scholarship guidelines at astate.edu/scholarships for complete scholarship criteria.

Please be aware that the Scholarship Appeal Process is different from the Financial Aid Appeal Process. If you have lost your financial aid and have been notified that you have the option to appeal, you can find more information at www.astate.edu/finaid.

Appeals will be reviewed at the end of the spring semester once final grades are posted. Students will be notified of the result within two weeks by email. Incomplete appeals will not be evaluated.

Please email scholarships@astate.edu with any additional questions you may have.