

## Scholarship Appeal Process Due to Extenuating Circumstances

If an extenuating circumstance has caused a student to fail to meet the academic requirements (cumulative grade point average and/or credit hours) for renewing an A-State Institutional Scholarship, the student may file a scholarship appeal based on the below process.

### Scholarship Appeal Process

#### Scholarship Appeals can be submitted to the Office of Financial Aid and Scholarships

[Scholarships@astate.edu](mailto:Scholarships@astate.edu) for the following Institutional Scholarships:

A-State Scholar, A-State Excellence, A-State Leadership, A-State Pride, A-State Spirit, A-State Achievement, A-State Merit, A-State Chancellor's, A-State Leader, A-State Pack, Transfer, Academic All Star, Red Wolf Grant, or Incentive.

#### What are extenuating circumstances?

Extenuating circumstances may include: serious illness of student and/or immediate family member or death of immediate family member. 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 ultimately responsible for providing sufficient supporting documentation with their appeal which satisfies the burden of proof of extenuating circumstances.

#### How can I submit an appeal?

Students wishing to submit an appeal should write a letter stating the reason for appealing with a detailed explanation of their extenuating circumstance along with sufficient supporting documentation. The letter should be from the student and be signed by the student, it should include the name of the scholarship the student is appealing, student ID, an explanation of why the minimum requirements were not met, supporting documentation as previously outlined, along with the student's plan of action to meet the minimum requirements.

#### Where can I find the renewal criteria for my institutional scholarship?

[AState.edu/scholarships](http://AState.edu/scholarships)

#### Is a scholarship appeal the same as a financial aid appeal? Can I appeal once for both issues?

No, the financial aid appeal process is different. If you have lost your financial aid and have been notified that you have the option to appeal, you can find that information at [AState.edu/finaid](http://AState.edu/finaid).

#### When will I be notified regarding my appeal status?

Students will be notified within 10-15 business days upon receipt of complete appeal. Incomplete appeals will not be evaluated. After all documentation is received in regard to your appeal, you will be notified by email if your appeal has been approved or denied.