



Student Last Name	Student First Name	Student ID Number

Listed below are the *minimum* materials required for an appeal to be reviewed. Students are encouraged to submit any substantiating documentation that may reinforce the basis for their appeal. Appeals must include the following to be considered:

- Information explaining why the student failed to meet Satisfactory Academic Progress.
- What has changed in the student’s situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation.
- A realistic educational plan that outlines how the student will meet the SAP criteria.
- A meeting with an academic advisor to assess the viability of the educational plan to meet the degree requirements.

TERM:		TERM:	
Course Name & Number	Credit Hours	Course Name & Number	Credit Hours
<i>Ex. Mgmt 350</i>	<i>3 hrs</i>		
Total Hours		Total Hours	
TERM:		TERM:	
Course Name & Number	Credit Hours	Course Name & Number	Credit Hours
<i>Ex. Mgmt 350</i>	<i>3 hrs</i>		
Total Hours		Total Hours	

All of the information provided on this form is accurate and complete to the best of my knowledge.	
Student’s Signature (Required)	Date

NOTE: Submitting an appeal does not guarantee your appeal will be granted, nor that financial aid eligibility will be reinstated. You can submit this form via email to financialaid@ben.edu; or upload the completed form to the Financial Aid dropbox located on our [website](#).