

## **Financial Aid Appeal Instructions**

The Financial Aid appeal is now a request in Workday. A paper appeal packet is no longer required – students need to submit a Workday Request.

Documents that need to be submitted within the Workday Request:

Academic Plan - Your advisor needs to print the academic plan from Workday – this could be found in Academic Progress. The academic plan needs to list the classes that have been taken and the classes that are still needed to complete your program – which is a requirement by the Department of Education for Financial Aid Appeals. After printing the academic plan, both you and your advisor will review the classes needed and both sign this academic plan to upload in the appeal request in the section labeled Academic Plan.

Any supporting documentation for the circumstances that led to your Financial Aid Suspension – attach the supporting documents in the section labeled Supporting Documents.

### **To Request a Financial Aid: Satisfactory Progress Appeal:**

Log into Workday

Click Request OR type Request in Search bar and press enter

Choose Create Request from the options presented to you

Choose the Financial Aid: Satisfactory Progress Appeal request

Complete the request in full – make sure you read all the questions, answer all the questions, and upload the documents that are required (see above).

Click the Submit button to submit your appeal

What happens next:

Monitor your Pirate Mail for your appeal decision and Workday for your SAP status.

If your appeal is approved, then you will have aid when you View Financial Aid for the semester your appeal is approved for.

If your appeal is not approved – you will either have an email letter explaining why OR your request will be returned to your Workday inbox for additional information/documentation that you need to submit.

If your appeal is returned for additional information –

Go to your Workday Inbox,

Open the returned request and attach the required information to the request.

Then click submit for the request to be sent back to the Financial Aid office.