Financial Aid Appeal Instructions

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

Documents that need to be submitted within the Workday Request:

Your advisor must print this report: View Evaluate Academic Requirements for Student. Your advisor will enter your student information, choose the Academic Record from the options provided and then choose the Program of Study from the options provided. Both you and your advisor will review, and both sign this report to upload in the appeal request.

Any supporting documentation for the circumstances that led to your Financial Aid Suspension

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 you 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.