**Satisfactory Academic Progress Appeals Process**

Any graduate student unable to receive financial aid due to not meeting any one of the three Satisfactory Academic Progress requirements shall have the opportunity to appeal, in writing, to explain “mitigating circumstances”.

To appeal, the graduate student must arrange for two emails to be sent to the Graduate School at cmarlow@siu.edu:

1. An email from the graduate student seeking the appeal detailing the “mitigating circumstances”. The email must also include the graduate student’s DAWG Tag and the semester(s) they are seeking financial aid.
2. An email from the graduate student’s academic unit verifying the graduate student’s “mitigating circumstances”. The email must also include an estimate of when the graduate student will complete his/her degree and a plan which details how the graduate student will complete his/her degree in the time estimated.

The Graduate School will review the mitigating circumstances documented in the appeal of both the student and the academic unit. The Graduate School then will provide written notification to the Financial Aid Office concerning all graduate students who have been granted an exception for mitigating circumstances.