

Academic Progress Exception Form for Financial Aid

If you are seeking reconsideration of your academic progress as a result of completing summer classes, having grades posted for incomplete coursework, or having a grade changed, you must complete this form and send a copy of your final grade transcript to the Financial Aid Office. If coursework was completed outside the Pitt system, you must include a copy of that grade transcript AFTER credits are accepted by Pitt-Titusville.

The deadline for submitting this exception is **the last day of add/drop** following the initial year of unsatisfactory progress—no exceptions.

NOTE: This is NOT the same as an Academic Affairs appeal and will only affect your Financial Aid standing and eligibility.

Name _____ ID# _____

Phone () _____ Email _____

Choose the option that best describes your situation:

- I have successfully **completed summer classes**. Upon completing these classes, I have earned enough credits and/or the minimum cumulative GPA that places me back in acceptable academic progress.
- PLEASE NOTE:
- Successful completion of classes **at any Pitt campus** can increase both my cumulative GPA and total number of credits completed.
 - If classes are completed **outside of the Pitt system**,
 - I understand the credits completed will be counted **only if they transfer** to PITT-TITUSVILLE.
 - I also understand the GPA is NOT transferrable because I attended elsewhere.
- Indicate the institution (s) and year in which you took summer classes _____
 - the number of credits you completed/transferred _____
 - I have attached copies of the final grade transcripts for each institution attended. Y / N
 - The Office of Student Services has processed my transcripts. ___Initial
- I have completed the necessary coursework and my **G or I grade** has been updated. In completing the necessary coursework, I have earned enough credits and/or the minimum cumulative GPA needed to place me back in acceptable academic progress. I have attached a copy of my grade transcript for your review.
- Since the initial review of my academic progress, I had a **grade change** occur which places me back into acceptable academic standing. I have attached a copy of my grade transcript for your review.
- Other, please submit a statement explaining your completion of this form.

By submitting this form, the Financial Aid Office will re-evaluate my academic progress and will notify me in writing of the outcome. I understand that I must earn enough credits and/or earn the minimum cumulative GPA to place me back in acceptable academic standing before my Federal Title IV and University-funded financial aid will be reinstated. Failing to re-establish acceptable academic progress will result in the cancellation of my Federal Title IV and University funding and may affect my eligibility for the PHEAA State Grant.

By signing this form, I acknowledge that I have read and understand the information contained within and consider this form to be complete.

Student's signature _____ *Date* _____