



Dear Student: the institutional expectation for this appeal is that it is word processed, clearly written, and grammatically correct and the words are spell checked prior to submission. Keep in mind that your return is contingent on the academic integrity of the letter, otherwise your appeal may be denied.

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- **Describe the actions taken to prevent future recurrence of lack of satisfactory academic progress.**

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- **List or describe other pertinent data, which affect this appeal.**

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- **Attach documentation to support this appeal. Include medical statements, academic records, etc.**

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**\*\*Please note if your appeal is approved, no additional funding will be approved. Additional funding consists of childcare, transportation and computer expense.**

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Signature

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Date