

## GPA Letter Instruction Form

You received a request for a GPA letter because our records show that your GPA has dropped below 2.0. Students must maintain a 2.0 GPA to be eligible for Federal Student aid. If your GPA is not below 2.0 please contact our office and we will verify this with the Registrar's office. If your GPA is below 2.0 follow these instructions:

1. A student must submit a signed and dated letter of appeal to the Financial Aid Office identifying extenuating circumstances, e.g., death in the family, serious medical condition, injuries from an accident, etc. as to why you believe your GPA has dropped below 2.0.
2. Copies of supporting documentation such as medical documentation or other materials supporting the appeal should accompany the letter of appeal.
3. The financial aid office will respond to the appeal within 30 days of its receipt.
4. If it is determined by the director that there were extenuating circumstances for not meeting Satisfactory Academic Progress, a probationary period of one semester will be granted and aid will be temporarily reinstated. If after the probationary semester the student does not meet the requirements, they become ineligible for federal financial aid.
5. If a probationary period is not granted, then the original determination of ineligibility remains in effect.

If you have any questions about this process please call the Financial Aid office at 740-283-6226 or by email [myaid@franciscan.edu](mailto:myaid@franciscan.edu).

Thank you,

The Financial Aid Staff