

When doing a percent completion (% comp) appeal, required documentation is as follows (if applicable):

- Letter of Appeal (outlining the circumstances of appeal) typed
- Documentation of the death of an immediate family member (father, mother, siblings, grandparents, spouse, child).
- Medical Documentation
- Grade Change Form signed by Instructor
- Copy of Current Educational Plan that include classes for the quarters that affect the appeal obtained from Academic Advisor

67% completion appeals must be submitted to the Financial Aid Office by the 15th day of the quarter that you wish to enroll.

When doing a GPA appeal, required documentation is as follows (if applicable):

- Letter of Appeal (outlining the circumstances of appeal) typed
- Grade Change Form / signed by instructor
- Documentation of the death of an immediate family member (father, mother, siblings, grandparents, spouse, child).
- Medical Documentation
- Additional supporting documentation
- Copy of Current Educational Plan that include classes for the quarters that affect the appeal obtained from Academic Advisor

GPA appeals must be submitted to the Financial Aid Office by the 15th day of the quarter that you wish to enroll.

To obtain an educational planning form you need to make an appointment with your academic advisor. All appeals and their associated documentation are kept strictly confidential. If you have any questions regarding this form or your financial aid, please contact the financial aid office at (419) 995-8800.

In order to process an appeal all documentation must be attached or it will be returned.

**RETURN YOUR COMPLETED FORM WITH DOCUMENTATION TO
THE FINANCIAL AID OFFICE AT:**

**James A. Rhodes State College
Attention: Financial Aid Office
Public Service Building; Room 150
4240 Campus Drive
Lima, OH 45804**