

# UNIVERSITY OF PITTSBURGH AT Titusville

FINANCIAL AID OFFICE, 504 E. Main St., Titusville, PA 16354

## 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# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Choose the option that best describes your situation:

- I have successfully completed summer 2020 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) in which you took summer classes \_\_\_\_\_ and the number of credits \_\_\_\_\_ you completed/transferred. I have attached copies of the final grade transcripts for each institution I attended. 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 cancelation 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*** \_\_\_\_\_

Return completed forms and grade transcripts to: University of Pittsburgh at Titusville Financial Aid Office