Student Financial Services
G-1 Parker Hall, 300 W. 13th Street
Rolla, MO 65409
P: 573/341-4282 F: 573/341-4274

Missouri S&T Merit Scholarship Appeal Form

Part I: Student Information

Student's First Name: _____ **S&T Student ID #:** _____

Student's Last Name: _____ **Phone Number:** _____

Students who do not meet established scholarship renewal criteria can appeal based on relevant, significant, and documentable extenuating circumstances for which they could not plan, influence, or prevent. In addition, students requesting a leave of absence (ex., military obligation, religious mission service, or medical complication, etc.) must also appeal for consideration. Incomplete appeals will not be processed and WILL be denied. Scholarship appeals must be received no later than the first day of the 4th week of the upcoming fall/spring semester.

Part II: Appeal Requirements

Please check all the boxes to indicate that you have read and completed the necessary steps of this appeal.

- ☐ Submit a completed and signed form via the secure file upload in Joe'SS.
- ☐ Complete and attach the typed explanation on the second page of this form (Part IV: Appeal Statement) on why you are appealing the loss of your scholarship. Outline the specific steps you are now taking to address these circumstances and to improve your record. This should be written by the student and submitted via the secure file upload.
- ☐ If you have retaken a course and improved your grade, your grade adjustment form should be submitted to the Registrar's Office prior to submitting this appeal. Your new grade will not automatically replace the previous grade without the grade adjustment form being submitted. You should also reference the replacement in your explanation of appeal.
- ☐ Attach any supporting documentation you feel is needed to support your appeal. (Doctor's letter, obituary, letter from a professor or counselor, military service letter, etc.)

Part III: Acknowledgment of available on-campus resources

Please check all boxes to indicate that you are aware of the available on-campus resources.

- ☐ Counseling Services in 204 Norwood Hall, phone: 573-341-4211, email: wellbeing@mst.edu (Services provided: one-on-one counseling, support groups, care coordination, etc.)
- ☐ Student Accessibility Services in G-10 Norwood Hall, phone: 573-341-6655, email: dss@mst.edu (Services provided: Assistance on accessibility and academic accommodations.)
- ☐ Student Success Center in Innovation Lab, Room 117, phone: 573-341-7590, email: ssc@mst.edu (Services provided: coaching/mentoring, tutoring, and providing a quiet environment for students to utilize between classes.)

By checking the boxes above, I acknowledge that I have read this form, understand my responsibilities, and recognize that I have access to these services.

I certify that all attached documentation is true and accurate.

I understand that the submission of this appeal and supporting documentation does **NOT** guarantee approval and the appeal decision is final.

_____ _____

Signature (typed or signed) Date

Part IV: Appeal Statement

Complete a typed statement explaining why you are appealing the loss of your scholarship. Outline the specific steps you are now taking to address these circumstances and to improve your record. Maximum of 750 words.

Return form to Student Financial Services

In-person/mail: G-1 Parker Hall
300 West 13th Street
Rolla, MO 65409-0250
Fax: 573.341.4274
Submit in Joe'SS: Secure Document Upload (QR Code provided)