

## **Satisfactory Academic Progress**

### **Appeal Form for Federal Financial Aid Eligibility Instructions**

A student who is ineligible for federal financial aid due to not meeting Satisfactory Academic Progress requirements may appeal his/her ineligibility. Some examples of reasons for such a request may include, but are not limited to:

1. Serious illness (physical or mental) for which the student needed to withdraw from all classes in order to recover, or remained enrolled at the university and did poorly in his/her classes. (A Doctor's note is required)
2. Death or serious illness or injury to an immediate family member. (Supporting documentation is required)
3. An injury to the student which prevents the student from attending classes and completing academic requirements. (A Doctor's note is required)

### **Appeal Procedures**

A written letter of appeal must be submitted by the student to the Financial Aid Office for review.

The letter of appeal must:

1. Explain in detail the reason(s) for not meeting the standards for academic progress.
2. List the step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) the student wishes the Appeals Committee to consider.
4. Appeals must be submitted and approved prior to the end of the semester for which the student is appealing to receive financial aid.
5. The Satisfactory Academic Progress Committee will consist of the Director of Financial Aid, a representative from the Provost's office, and a faculty member.
6. The student will be provided written notification of the decision of the Satisfactory Academic Progress Committee from the Director of Financial Aid. The Committee's decision is final.

### **Supporting Documentation**

1. The student should provide a copy of his/her Academic Plan along with the letter of appeal. The Committee may approve the Academic Plan designed by the student's faculty advisor or the Office of the Provost to return the student to good standing status and regain eligibility for financial aid.
2. It may be necessary for the student to provide written documentation from his/her health care provider(s). If so, the documentation should be on clinic letterhead, with a description of the diagnosed medical or psychological condition, and indicating when treatment began. If applicable, it should also explain how the condition prevented the student from meeting the requirements of the Satisfactory Academic Progress policy.
3. Submit all materials as a single packet to the Financial Aid Office. Any missing information will delay consideration of the student's request.



## Financial Aid Satisfactory Academic Progress Appeal

**Return:** Financial Aid Office  
PO Box 960  
Misenheimer, NC 28109

**Office:** (704) 463-1360  
**Fax:** (704) 463-1363

**Complete this form and attach all additional documentation needed for your appeal. (See Instruction Sheet.)**

Name: \_\_\_\_\_ ID: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street or Residence Hall City State Zip Code

Telephone: \_\_\_\_\_

(Your address and telephone should reflect where you can be reached during the appeal process)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

1. Please check the term for which you are submitting an SAP appeal.

Fall  Spring  Summer Year: \_\_\_\_\_

2. Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking any category that applies to you. You also must follow the instructions for each checked category.

**Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time.** Attach a statement from the physician and explain the nature and dates of the illness or injury.

**Death of an immediate family member.** Attach a photocopy of the death certificate and include the name of the deceased and relationship to you.

