



Office of Scholarships & Financial Aid  
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Student's ID: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

## Office of Scholarships & Financial Aid

# Satisfactory Academic Progress Appeal Form for Graduate Students

Please use this form, along with required supporting documentation, to appeal the suspension of your financial aid eligibility resulting from your failure to meet UNCW's minimum standards for Satisfactory Academic Progress (SAP). Only valid appeals with documented extenuating circumstances will be considered and reviewed by the SAP Appeals Committee. A valid appeal includes this Appeal Form, Appeal Statement, and all required documentation that supports the extenuating circumstances that have affected your academic progress. All forms and documentation must be submitted TOGETHER by the appropriate deadline date. ***Incomplete appeals (without supporting documentation) will not be reviewed and will be automatically denied.*** You will be notified in writing via email once an appeal decision has been made. **An appeal decision may impose limitations upon your financial aid eligibility and/or future minimum academic standards.** Please note that approval of your SAP Appeal does not guarantee reinstatement of your original financial aid award package. A copy of the Satisfactory Academic Progress Policy can be found on our website.

Name \_\_\_\_\_ ID# 850 \_\_\_\_\_ Semester: \_\_\_\_\_

**Appeal is for (check all that apply):**

\_\_\_\_\_ Grade Point Average (3.0 required)

\_\_\_\_\_ Percentage Rate of completion (Completion of 50% of all institutional credit hours)

\_\_\_\_\_ Maximum Timeframe ( Graduate students must complete their educational programs within a time frame of no longer than 200 percent of the published length of the educational program, as measured by the credits attempted and including transfer credits. **For example**, a student must complete his or her program before attempting a maximum of 72 credits for a 36 credit program.)

### **Description of Extenuating Circumstances and Required Documentation**

\_\_\_\_\_ **Personal injury, illness, physical disability, or victim of a crime.**

**REQUIRED DOCUMENTATION (Please attach):**

- Student statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- If a victim of a crime: Copy of police reports of incident in which student was the victim.
- If injury, illness or physical disability: Statement from healthcare provider detailing medical condition that impaired academic performance. The statement should specifically address the following:
  - Student's limiting medical condition and timeframe for which conditions existed.
  - How the condition may have impaired academic performance.
  - The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.



Student's ID: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

**Death/Illness of immediate family member**

**REQUIRED DOCUMENTATION (Please attach):**

- Student statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- If illness of immediate family member: Statement from doctor detailing medical condition incurred by family member. Statement should specifically address medical condition and timeframe for which the condition existed.
- If deceased: Copy of death certificate, funeral program or obituary.

**Separation/Divorce**

**REQUIRED DOCUMENTATION (Please attach):**

- Student statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- Copy of separation agreement or divorce decree

**Work-related difficulties or other extenuating circumstances not listed above**

**REQUIRED DOCUMENTATION (Please attach):**

- Student statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- If work related: Statement from employer (on company letterhead) explaining work-related difficulties and timeframe for which difficulties existed. The statement should specifically address the following:
  - Student's specific work-related difficulties and timeframe for which difficulties existed.
  - How the work situation has changed to such an extent that it should not significantly impair future academic performance.
- If other extenuating circumstances: Relevant documentation to support student statement

**Five Year Re-admission Rule**

**REQUIRED DOCUMENTATION (Please attach):**

- Approval of readmission under Five Year Rule from Office of Registrar
- Academic plans or conditions of re-enrollment

**Please note:** All documentation should include the student's name and relate to the specific period of time during which the student's academic performance failed to meet UNCW's minimum standards for satisfactory academic progress. **All 3<sup>rd</sup> party documents MUST be on letterhead or an official form (i.e. police report/death certificate) and include an official signature.**

**Student's Statement of Appeal must include the following:**

Paragraph 1 – List the circumstances that contributed to your academic problems.

Paragraph 2 – List the changes in your circumstance that will permit you to focus on your future academic performance.

Paragraph 3 – List the steps you will take to improve your academic performance.

The inclusion of documentation as outlined above does not guarantee that an appeal will be granted. Each case is considered individually. In general, two separate appeals cannot be granted based on the same circumstance. Once all necessary items are received, appeals are considered and a decision will be issued as quickly as possible; generally within ten (10) business days. Please note that appeals can take longer during peak processing times. Submission of an appeal will not prevent your courses from being dropped for non-payment or student accounts from pursuing collection efforts should you have an overdue balance from a current or previous term.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date