



Office of Scholarships and Financial Aid

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Satisfactory Academic Progress Appeal Form: Graduate Students

Student's Name: _____ Student ID# 850 _____

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 is found on our website: www.uncw.edu/finaid

Please carefully review the SAP Policy to answer many of the questions you may have. You will also need to meet with your academic advisor **if you are below a 3.0 GPA**, in order to develop a plan to address your compliance deficiency. The plan must be included with your appeal.

Select the term you are appealing to receive financial aid:

- Fall (Deadline November 1)
- Spring (Deadline April 1)
- Summer (Deadline July 1)

Appeal is for (check all that apply):

- Grade Point Average** (Required GPA 3.0)
- Percentage Rate of Completion** (Minimum completion is 50% of all credits)
- 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 time-frame 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: _____

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: Submit relevant documentation to support student statement

Five-Year Re-admission Rule

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 3rd 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 (typed)

Date