



Return to: Office of Scholarships and Financial Aid
Box 7302, 2016 Harris Hall
Raleigh, NC 27695-7302
Phone: (919) 515-2421
Fax: (919) 515-8422
Email: financialaid@ncsu.edu

GRADUATE/PROFESSIONAL SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Eligibility and Process Information:

Eligibility to Appeal

- Graduate/Professional students who were unable to meet the 2/3 requirement or who were placed on academic probation and have extenuating circumstances that contributed to their deficient academic performance may appeal.
- Graduate/Professional students who have been terminated are **not eligible** to appeal for reinstatement of financial aid eligibility until they are restored to good academic standing by the university.

Extenuating or Mitigating Circumstances

If extenuating circumstances contributed to your inability to meet SAP requirements and you need financial assistance to attend school, you may submit an appeal. Mitigating or extenuating circumstances may include:

- Extended illness or hospitalization of the student
- An accident which incapacitates the student for an extended period of time
- Death or extended illness of an immediate family member

This is not a comprehensive list. Documentable event(s) outside your control that prevented you from meeting SAP standards may qualify.

Appeal Process

Your appeal must be submitted *no later than 10 days* after the beginning of the term/semester for which you are requesting funding. In your appeal form, you should:

- Describe the extenuating circumstance(s) that led to your noncompliance.
- Explain your plan of action to ensure your future academic success.
- Describe the timeframe of your extenuating circumstance(s) for the period that you failed to meet SAP guidelines.

We realize that sharing personal information can be difficult. Be assured that your statement will remain confidential. Only financial aid personnel will review your appeal.

Supporting Documentation

- If this is your first appeal, supporting documentation is encouraged, but not required.
- If you have appealed your Satisfactory Academic Progress status in prior term(s), you must provide supporting documentation confirming your extenuating circumstance(s).

Attach documentation from an objective third party (e.g., physician, counselor, lawyer, social worker, teacher, religious leader, academic adviser, etc.). Your documentation must:

- Be submitted on official stationery or by e-mail from a valid NC State email or other official email account.
- Verify their knowledge of the extenuating circumstance(s) and, if appropriate, provide supporting statements of the student's anticipated future success.
- Confirm, if appropriate, any reference pertaining to graduation timeframe.

Appeal Decision

We will review your appeal within 30 days of receipt and notify you of its status via your NC State email address. We may request additional documentation as needed.

Satisfactory Academic Progress Policies and Regulations

Satisfactory Academic Progress: <https://go.ncsu.edu/academicprogress>

Eligibility for Continued Receipt of Financial Aid: <https://policies.ncsu.edu/regulation/reg-02-70-02>

Time Limit for Completion of Graduate Degree: <https://policies.ncsu.edu/regulation/reg-02-25-10>

Academic Difficulty: <https://policies.ncsu.edu/regulation/reg-02-45-01>



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Student Name		Student ID#	
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Instructions
<ol style="list-style-type: none"> 1. Describe your extenuating circumstance(s) and fully explain what has changed in your circumstance(s) to ensure your future academic success. 2. Attach supporting documentation from an objective third party if required. 3. Submit this form no later than 10 days after the first day of classes for the semester/term for which you are requesting funding. A decision will be rendered within 30 days of receipt of your appeal. In the meantime, you are responsible for all charges due to the university. 4. Print your completed appeal form and sign the certification statement. 5. Mail, fax, email, or deliver your completed appeal package to the Office of Scholarships and Financial Aid.

Appeal term
<p>Indicate the enrollment <u>term</u> and <u>year</u> for which reinstatement is requested. Appeals can only be reviewed on a semester basis. You may only indicate <u>one</u> term.</p> <p style="text-align: center;"> ____ Summer ____ Fall ____ Spring / Year ____ </p>

Explanation of extenuating circumstances
<p>Describe the extenuating circumstance(s) that led to your noncompliance. Attach a separate sheet if needed.</p>

Explanation of what changed
<p>Describe what has changed in your circumstance(s) to ensure your future academic success. Attach a separate sheet if needed.</p>

Supporting documentation
<p>If you have never appealed your Satisfactory Academic Progress status, additional supporting documentation is encouraged, but not required.</p> <p>If you have previously appealed your Satisfactory Academic Progress status, additional supporting documentation is required. <i>The appeal will be denied if supporting documentation is not included.</i></p>

Student certification
<p>I certify that this form, the included statements, and any supporting documentation attached is an accurate description of my extenuating circumstances.</p> <p>Student Signature _____ Date _____</p>

For office use only!
<p><input type="checkbox"/> Appeal Granted, One Term Probation for ____ Summer ____ Fall ____ Spring / Year ____</p> <p><input type="checkbox"/> Appeal Denied for ____ Summer ____ Fall ____ Spring / Year ____</p> <p>AD Signature _____ Date _____</p>