



SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS APPEAL INSTRUCTIONS

REESTABLISHING FINANCIAL AID ELIGIBILITY

The Financial Aid Office will notify students of their failure to meet the standards of the SAP policy. Each student is responsible for knowing his/her own status, whether or not s/he receives this notification. Students may view their SAP status via UNCGenie. Students who fail to meet the standards of this policy may reestablish their financial aid eligibility at UNCG in the following ways:

- The student can earn the number of credit hours for which they are deficient or improve their GPA without financial aid. AP credits and CLEP courses **do not count** as hours towards making up credit hour deficiencies. **These hours may be earned at UNCG or they may be earned at another institution and transferred to UNCG for any term after the deficiency occurs.** Students should get prior approval from the University Registrar's Office to ensure that courses taken at another institution will be accepted at UNCG.
- The student can appeal if there were extenuating circumstances beyond the student's control that prohibited the student from complying with the standards of the SAP policy, and those circumstances are now resolved.

SUMMARY OF DOCUMENTS TO BE INCLUDED IN THE SAP APPEALS PROCESS

Students must include the following with an appeal:

- Students MUST include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. **APPEALS WITHOUT DOCUMENTATION WILL BE DENIED.**
- Students are required to submit an academic success plan along with a financial aid appeal. The plan must include how you are going to use on/off campus resources to receive assistance while working on your skills and issues. Please review the Satisfactory Academic Progress videos and website for more information at fia.uncg.edu/plan. A separate document is preferred.
- IF you are classified as a JUNIOR or SENIOR (60 hours or greater), you are required to submit a graduation plan with your appeal. This graduation plan must include the courses you need to graduate and which semester each course will be taken. The graduation plan must be approved and signed by an academic advisor, an advising center, or the Students First Office.
- Students on Financial Aid Warning are not required to submit any additional documents for warning to be eligible for financial aid.

We recommend you view the SAP videos at fia.uncg.edu/plan for information and advice on Satisfactory Academic Progress, academic success plans, and graduation plans.

IMPORTANT POINTS TO REMEMBER

- Appeals based upon circumstances that were under the control of the student are rarely approved.
- **Appeals will not be reviewed after the last day of schedule adjustment unless the student is currently enrolled.**
- Students seeking to reestablish financial aid eligibility remain **ineligible** to receive financial aid assistance or deferment of payment until the appeals process is complete and a decision has been made by the Financial Aid Office.
- Students should be prepared to pay tuition, fees, and other educational expenses until s/he has been approved to receive financial aid and has been awarded.
- If your appeal is approved, you are not guaranteed replacement of any previously awarded financial aid package.

DOCUMENTATION TO BE INCLUDED WITH APPEAL

Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet the SAP policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The appeal must include steps being taken to ensure academic performance, including a written plan for academic success for the upcoming academic term; for juniors and seniors, this plan must include an approved graduation plan. Events/circumstances that merit an appeal include, but are not limited to:

- ⇒ Personal or family emergency
- ⇒ Unanticipated, serious medical difficulty (excluding chronic conditions—students are responsible for properly balancing school work with known chronic conditions)
- ⇒ Serious psychological difficulty
- ⇒ Car accident
- ⇒ Death in the family
- ⇒ Domestic violence
- ⇒ Other

NOTE the suggested documentation required for each situation.

EXAMPLE SITUATION	SUGGESTED DOCUMENTATION
<input checked="" type="checkbox"/> Medical/psychological circumstances (excluding chronic conditions—students are responsible for properly balancing school work with known chronic conditions)	<ul style="list-style-type: none"> • Statement from physician on letterhead including dates of service and whether or not the student is stable and ready to return to the University • Statement from therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University • Do NOT include copies of medical charts • Explanation of how situation is resolved or is being managed
<input checked="" type="checkbox"/> Car accident	<ul style="list-style-type: none"> • Police Report • Medical documentation • Statement from physician on letterhead indicating that the student is stable and ready to return to the University • Documentation from repair company indicating seriousness of accident
<input checked="" type="checkbox"/> Death affecting student/family	<ul style="list-style-type: none"> • Obituary • Complete copy of funeral program • Statement of the relationship between the student and the deceased to accompany the obituary or funeral program • Certified death certificate • Explanation of the effect on the student/family
<input checked="" type="checkbox"/> Personal/family emergency	<ul style="list-style-type: none"> • Explanation of how situation has been resolved or is being managed • Appropriate medical documentation including statement from physician on letterhead including dates of service • Notarized statement from parent or family member regarding situation and effect on student
<input checked="" type="checkbox"/> Reinstated after Suspension /Dismissal from the University	<ul style="list-style-type: none"> • Separate appeal from the one submitted to academics to be readmitted to the University. • Success plan and Graduation Plan (signed by advisor)

EXAMPLE SITUATION	SUGGESTED DOCUMENTATION
<input checked="" type="checkbox"/> Made up deficient hours by paying for classes on own (reinstatement)	<ul style="list-style-type: none"> • If hours taken at another institution the academic transcript must be received and transfer hours posted by Registrar's Office. • Do NOT submit transcript to the Financial Aid Office
<input checked="" type="checkbox"/> Unusual Enrollment History Appeal	<ul style="list-style-type: none"> • Explanation/documentation can include personal reasons such as illness, family emergency, and other extenuating circumstances • Explanation/documentation can also include academic reasons which may explain the failure to earn academic credit • <i>Please refer to other example situations in this document for suggested documentation for extenuating circumstances</i> • If appeal is based on academic reasons, please do NOT send academic transcripts. UNCG has access to review your transcripts. Please include any other documentation that could adequately document your academic reasons for having an unusual enrollment history.
<input checked="" type="checkbox"/> Other	<ul style="list-style-type: none"> • Explanation of how situation has been resolved or is being managed • Other documentation depending on type of situation • Notarized statement from parent or family member



Academic Appeal and Financial Aid Appeal Form

Name: _____ Student ID#: _____

Telephone: _____ Email: _____

Mailing Address: _____

I am submitting an appeal for the following reasons (check all that apply):

- A. _____ Continue while on Academic Suspension or Academic Dismissal for the upcoming semester [**Academic Appeal**]
- B. _____ Return from Academic Dismissal [**Academic Appeal**]
- C. _____ Reinstatement of Financial Aid [**Financial Aid Appeal**]

**Please note that students who have sat out for at least one semester on Academic Suspension are not required to submit an academic appeal.*

Last term attended (circle only one): Fall Spring Summer Year: _____

Semester you wish to return (circle only one): Fall Spring Summer* Year: _____

**Students may not submit an Academic Appeal for any Summer term, but may submit a Financial Aid Appeal for a Summer term.*

If you checked C only, submit appeal to the Financial Aid Office. If you selected any other options submit appeal to the Students First Office.

General Appeal Instructions:

In addition to the Academic Appeal and Financial Aid Appeal Form, students must submit **ALL** of the following documents:

1. **LETTER OF EXPLANATION:** Type a clear and concise letter describing the extenuating circumstances that were detrimental to your academic performance during the last term that you were enrolled. Explain how your academic performance was affected by the extenuating circumstances. Clarify in your appeal how these events/circumstances have now been resolved or are being managed.
2. **OFFICIAL DOCUMENTATION:** Include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. For examples of suggested documentation, view the additional information provided on the back of this form.
3. **ACADEMIC SUCCESS PLAN:** Submit an Academic Success Plan describing the on and/or off-campus resources you will utilize in the upcoming term to ensure your ability to achieve satisfactory academic performance. For more information on creating your Academic Success Plan, view additional information available here: <https://fia.uncg.edu/forms/2017-18/1718SAPSuccessPlanInformationSheet.pdf>
4. **GRADUATION PLAN/PLAN OF STUDY:** If you are a junior or senior (having earned 60 or more semester hours), submit a Graduation Plan that includes a semester-by-semester outline of all the courses you still need to complete for graduation and which semester each course will be taken. The graduation plan must be approved and signed by an academic advisor, an advising center, or the Students First Office. For more information on creating a Graduation Plan, view additional information available here: <https://studentsfirst.uncg.edu/wp-content/uploads/2017/06/GradPlan.pdf>. Graduate students must submit a copy of the Graduate Plan of Study approved and signed by the Graduate School or Academic Department for review.

Documentation is required for all appeals:

All submitted documentation must specifically address the issues described in your letter of explanation. For your reference, examples of suggested documentation are provided on the back of this form. *NOTE: If you are submitting a Return from Academic Dismissal Appeal and enrolled at another college/university while you were away, you must submit 1 copy of an "unofficial" transcript from each institution you attended.* **Please list all documentation included in your appeal and any documentation being submitting directly by a third party:**

By signing this form I certify that all information and documentation is authentic, accurate and considered complete and will be reviewed as such. When requesting both an Academic Appeal and a Financial Aid Appeal, I understand that decisions for each appeal request are independently made by two separate review committees and that approval of an Academic Appeal does not guarantee approval of a Financial Aid Appeal. Additionally, I understand that each committee reserves the right to request additional documentation before rendering a final decision and that a Financial Aid Appeal will not be reviewed until an Academic Appeal is approved.

Student's Signature _____ Date _____

Examples of Appropriate Cause and Suggested Documentation:

Academic Appeals and Financial Aid Appeals submitted for review must include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. Extenuating circumstances and the suggested documentation that may merit an approved appeal include, but are not limited to the following:

EXTENUATING CIRCUMSTANCE	SUGGESTED DOCUMENTATION
Medical/Psychological circumstances	<ul style="list-style-type: none">• Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Personal/Family Emergency	<ul style="list-style-type: none">• Medical documentation or statement from physician on letterhead including dates of service• Notarized statement from parent or family member
Death of a Family Member	<ul style="list-style-type: none">• Copy of an obituary, funeral program, or certified death certificate• Statement of the relationship between the student and the deceased to accompany the obituary or funeral program
Domestic Violence/Sexual Assault	<ul style="list-style-type: none">• Copy of police report or court/legal documents• Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Serious Car Accident	<ul style="list-style-type: none">• Copy of police report• Medical documentation or statement from physician on letterhead including dates of service• Documentation from repair company indicating seriousness of accident
Changes in Employment/ Unexpected Financial Difficulty	<ul style="list-style-type: none">• Statement from Employer indicating employment change/termination• Financial/Bank statements
Military Service/Deployment	<ul style="list-style-type: none">• Military orders showing dates of deployment, training, or service
Reinstatement/Made Up Deficient Hours**	<ul style="list-style-type: none">• Official academic transcript review and posting of transfer hours by the UNCG University Registrar's Office (if hours were completed at another institution)
Unusual Enrollment History**	<ul style="list-style-type: none">• Documentation of personal reasons (such as illness or family emergency – see suggestions above)• Documentation of academic reasons which may explain the failure to earn academic credit

** Denotes extenuating circumstances only considered appropriate for a Financial Aid Appeal

Additional Information Regarding Financial Aid and Financial Aid Appeals:

Students who have failed to meet the standards of the Satisfactory Academic Progress (SAP) policy will be notified via their UNCG email by the Financial Aid Office. Upon notification, students may re-establish their financial aid eligibility at UNCG in one of the following ways:

1. A student can submit a Financial Aid Appeal with documentation of extenuating circumstances if a student experienced extenuating circumstances beyond his or her control that were detrimental to academic performance and the student's ability to comply with the standards of the SAP policy, and those circumstances are now resolved or are being managed.
2. A student can submit a Financial Aid Appeal with documentation that they earned the number of credit hours for which they are deficient and/or documentation that they have improved their GPA without financial aid. AP credits and CLEP courses **do not count** as hours towards making up credit hour deficiencies. **These hours may be earned at UNCG or they may be earned at another institution and transferred to UNCG for any term after the deficiency occurs.** Students should get prior approval from the University Registrar's Office to ensure that courses taken at another institution will be accepted at UNCG.

Students will be notified of the decision regarding their Financial Aid Appeal via their UNCG email account and UNCGenie. Appeals will not be reviewed after the last day of schedule adjustment unless the student is currently enrolled.

Students should be prepared to pay all charges owed to the University until a decision is made on the Financial Aid Appeal and financial aid may be awarded. If your Financial Aid Appeal is approved, you are not guaranteed replacement of any previously awarded financial aid package.

Additional Information Regarding Academic Suspension/Dismissal and Academic Appeals:

If an Academic Appeal is not approved, students who have been placed on Academic Suspension are required to sit out for one semester (not including summer sessions) before returning to UNCG. In order to return to the university following Academic Suspension, students must complete the Former Student Application via the Admissions Website.

If an Academic Appeal is not approved, students who have been placed on Academic Dismissal are required to sit out for one year. Students wishing to return after Academic Dismissal must submit a Return from Dismissal Appeal to return to UNCG and complete the Former Student Application via the Admissions Website. Students will not be permitted to submit an Academic Appeal for summer sessions.

Students will be notified of the decision regarding their Academic Appeal via their UNCG email account. Appeals must be submitted by the deadline dates posted at <https://studentsfirst.uncg.edu/academic-appeals/academic-suspension-dismissal-appeals/>. All deadlines and decisions are **FINAL**.

Prior to submitting your Academic Appeal and/or Financial Aid Appeal, you are strongly encouraged to schedule an appointment with the *Students First Office* for a preliminary review of all materials related to your request. Appointments may be scheduled via email (students@uncg.edu) or phone (336.334.5730). Please note that a preliminary review does not guarantee committee approval of any appeal.