



# Office of Financial Aid

## Satisfactory Academic Progress Appeal Form

Office Use Only
RR _____
SAPFA   SAPSP   SAPSU

<b>Student Name:</b>	<b>Banner ID#: G</b>
<b>Student Email:</b>	

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas to be eligible for financial aid: cumulative GPA, hours earned or completion rate, and maximum timeframe. It is the student's responsibility to stay informed of the Guilford College's SAP standards and to monitor their own progress. The full SAP policy is found at [www.guilford.edu/sap](http://www.guilford.edu/sap).

### Extenuating or Mitigating Circumstances

An appeal can be submitted if a student's failure to meet the Satisfactory Academic Progress requirements is due to events beyond their control. If such mitigating circumstances can be documented for the specific semester(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation. Submission of the appeal does not guarantee approval, and students are responsible for dropping all classes by the add/drop deadline if they are unable to pay for classes on their own.

### Supporting Documentation

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g. physician, counselor, social worker, teacher, religious leader, and academic advisor, Guilford College Counseling or Health Center). Documentation must be on official letterhead and verify that extenuating circumstances occurred during the timeframe referenced in your appeal. In cases of death of an immediate family member, provide a copy of the death certificate or obituary. Appeals without supporting documentation will not be reviewed.

### Academic Plan

If it is statistically impossible for a student to meet SAP after one term of Financial Aid Probation, an academic plan will be required to span over two semesters. If a financial aid probation period is granted, the student must meet the terms of their academic plan after each semester to continue their financial aid probation period. If the terms of the academic plan are not met after each review, the student will have their financial aid suspended for the proceeding term.

### Reinstatement of Aid

A financial aid staff member will notify you of the decision by email to your official Guilford College email account. If your appeal is approved, your financial aid is reinstated for the current semester. If your appeal is denied, you may choose to apply for an alternative loan. All decisions are final and not subject to further appeal.

## EXAMPLES OF EXTENUATING CIRCUMSTANCES AND SUGGESTED DOCUMENTATION

<b>EXTENUATING CIRCUMSTANCE</b>	<b>SUGGESTED DOCUMENTATION</b>
<b>Medical/Psychological Circumstances</b>	<ul style="list-style-type: none"><li>• Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return</li></ul>
<b>Personal/Family Emergency</b>	<ul style="list-style-type: none"><li>• Medical documentation or statement from physician on letterhead including dates of service</li><li>• Notarized statement from parent or family member</li><li>• Copy of Separation agreement or Divorce Decree</li></ul>
<b>Death of Family Member</b>	<ul style="list-style-type: none"><li>• Statement of relationship between the student and the deceased along with an obituary, funeral program, or certified death certificate</li></ul>
<b>Serious Automobile Accident</b>	<ul style="list-style-type: none"><li>• Copy of police report or court/legal documentation</li><li>• Medical documentation or statement from physician on letterhead including dates of service</li><li>• Documentation from repair company indicating seriousness of accident</li></ul>
<b>Military Service/Deployment</b>	<ul style="list-style-type: none"><li>• Military orders showing dates of deployment, training, or service</li></ul>

## STUDENT STATEMENT OF APPEAL

All appeals must include a detailed description of extenuating circumstances during the semester in which you did not meet SAP standards. All documentation should include the student's name and should correlate to the specific period of time during which your academic performance failed to meet Guilford College's minimum standards for Satisfactory Academic Progress.

**Please describe, in detail, the unique and extenuating circumstances under which you were unable to fulfill the requirements of the SAP policy for Financial Aid eligibility.**

**List the steps you intend to take to improve your academic performance and prevent future issues with academic performance. What has changed that will make it possible for you to meet SAP standards by the end of the semester and throughout the remainder of your degree program at Guilford College.**

## ACADEMIC PLAN FOR PROGRESS

Meet with your faculty advisor to create an academic plan to ensure that SAP will be met. List the courses, credits, and expected grades for your anticipated terms of enrollment during the 2019 – 2020 academic year. Failure to meet the enrollment or grades outlined in your Academic Plan for Progress could result in loss of eligibility for financial aid. You must contact the Office of Financial Aid prior to altering your plan.

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

- Required minimum cumulative GPA requirement is 1.6 for students who have earned less than 53 credits.
- Required minimum cumulative GPA requirement is 1.8 for students who have earned 54 to 86 credits.
- Required minimum cumulative GPA requirement is 2.0 for students who have earned 87 credits or more.
- Cumulative GPA of less than 3.0 for a graduate student
- Completing less than 67% of all attempted credits
- Exceeding maximum timeframe of 150% of the length of your academic program

Summer  Fall  Spring  20\_\_

Course Description	Course Number	Credit Hours

**Minimum Progress Required for Term: GPA      Credits Earned      Cumulative GPA**

Summer  Fall  Spring  20\_\_

Course Description	Course Number	Credit Hours

**Minimum Progress Required for Term: GPA      Credits Earned      Cumulative GPA**

\_\_\_\_\_  
**Faculty Advisor Signature**

\_\_\_\_\_  
**Date**

By signing this form I certify that all information and documentation is authentic, accurate and considered complete, and will be reviewed as such. Additionally, I understand that the financial aid office reserves the right to request additional documentation before rendering a final decision.

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

SUMMER \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_

\_\_\_\_\_ Appeal Granted

\_\_\_\_\_ Appeal Denied

Additional Notes:

FAC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FAD Signature: \_\_\_\_\_

Date: \_\_\_\_\_