



Writing a Successful Satisfactory Academic Progress (SAP) Appeal

Your satisfactory academic progress (SAP) appeal explanation must include the following:

Explain what happened

Why were you unable to maintain satisfactory academic progress?

- What the problem was?
- When the problem occurred?
- How long the problem lasted?
- How this affected your ability to complete your coursework?

Explain what has changed

What corrective measures have you taken or will you take to achieve and maintain satisfactory academic progress?

- What are you doing to prevent this from impacting your satisfactory academic progress?

Tips for Writing Your Appeal Statement of Explanation

Admit the Problem

Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Perhaps you need help with time management or study skills. Admit the problem and explain how you plan to get help.

Attach any relevant supporting documentation

This may include doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice, police report or death certificate.

Valid reasons for an SAP appeal:

- Medical emergencies
- Severe health issues
- Severe personal or family problems
- Financial or personal catastrophe – fire, flood, hurricane etc.
- Return for a second degree or certificate, or change of program of study
- Death of immediate family member (child, spouse, wage earner, parent, Etc.)
- Loss of employment
- Student's separation or divorce

Note: Lack of communication or lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as a reason for the purpose of an appeal.



444 Western Boulevard
 Jacksonville, North Carolina 28546-6816
 Phone (910) 455-1221

Financial Aid Suspension Appeal Form

(Appeal Form must contain supporting documentation.)

Name: _____ **ID#** _____

Address: _____

Daytime Phone No: _____ **Cell. Phone No:** _____

The Financial Aid Office is required to ensure that students receiving financial aid are making reasonable progress towards completing their degree. For this reason, your academic transcripts are reviewed each semester to verify that you have completed the required number of hours (pace), maintained the minimum grade point average, and not exceeded the maximum number Of cumulative hours allowed. If you have failed to make progress in one of these areas or a combination of these areas, you have the opportunity to appeal your Financial Aid Suspension by completing this form.

Eligibility

1. To be considered for approval, a student must be able to achieve a GPA of 2.0 and a completion rate of 67 percent, both cumulative, in the semester of reinstatement.
2. This is a one-time appeal. Appeals will not be granted consecutively. For example: If your appeal is approved for fall and you do not meet the GPA and completion rate requirements by the end of the fall semester, you will not be eligible for another appeal approval in the spring.
3. Sitting out a semester does not affect your suspension status.
4. Complete the Appeal Form
5. Attach Supporting Documentation
6. Attach a Letter/Statement of Explanation
 - a. Explain what prevented you from being successful
 - b. Explain how the situation was or will be resolved
7. Meet with an Academic Counselor to complete Academic Plan to Reinstate Aid Eligibility prior to appeal appointment.
8. Bring the Completed Appeal Form and Supporting Documentation to the Financial Aid Office.

Basis for Appeal

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

- 1. Illness of student or immediate family member (child, spouse, wage earner, parent, etc.)
- 2. Disasters – fire, flood, earthquake, hurricane, etc.
- 3. Death of immediate family member.
- 4. Loss of employment or change in employment status.
- 5. Student’s separation or divorce.
- 6. Extenuating circumstance not listed above, please describe in your written statement.

Documentation Provided

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Doctor’s note | <input type="checkbox"/> Eviction notice | <input type="checkbox"/> Court Documentation | <input type="checkbox"/> Obituary |
| <input type="checkbox"/> Separation Decree | <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> Letter from Employer | <input type="checkbox"/> Police Report |
| <input type="checkbox"/> Death Certificate | <input type="checkbox"/> Other | | |

Explanation of Circumstance:

APPEAL SEMESTER: _____

Explanation of what prevented you from being successful, and how this has been resolved.

I understand that any documentation submitted with this appeal will become a permanent part of my financial aid file at Coastal Carolina Community College.

Student Signature

Date

*NOTE: Supporting documentation (if applicable) **MUST** be attached. For example, statements from medical doctors or psychologists, death certificate, lay-off notices from employers, separation papers, etc.*