

NC STATE UNIVERSITY

**SATISFACTORY ACADEMIC PROGRESS POLICY
FINANCIAL AID APPEAL FORM**

**Office of Scholarships and Financial Aid
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Satisfactory Academic Progress (SAP) Appeal Process Instructions

Students who are suspended, terminated or on academic probation are not eligible to appeal for reinstatement of financial aid eligibility until they are restored to good academic standing by the university.

Students who are in good academic standing but failed to pass the required number of hours for continued financial aid eligibility have two options:

- Attend summer school or a subsequent semester to make up for the hours not passed during the previous semester or academic year. After successful completion of the summer session or semester, the student may appeal for reinstatement of aid for subsequent enrollment terms.
- Appeal for reconsideration based on extenuating circumstances.

Extenuating or Mitigating Circumstances

If extenuating circumstances contributed to your inability to meet SAP requirements and you need financial assistance to attend school, you should 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. Any documentable event(s), outside your control, that prevented you from meeting SAP standards may qualify.

Note: Students who have withdrawn more than two semesters while receiving financial aid will not be eligible for reinstatement based on appeal without significant documentation from a health care provider.

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 SAP.

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

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g., physician, counselor, lawyer, social worker, teacher, religious leader, academic adviser, Office of Disability Services, or Student Counseling or Health Center).

Your third party documentation must:

- Be submitted on official stationary or by e-mail from a valid NCSU e-mail account.
- Verify that the extenuating circumstance(s) will no longer influence your future academic performance.
- Confirm the timeframe referenced in your appeal.

If you have exceeded 160 attempted hours, you must attach a statement from your academic adviser that outlines all remaining courses required for your program and your expected graduation date.

After reviewing your appeal form and supporting information, we may request additional documentation for clarification purposes.

Appeal Decision

We will review your appeal within 30 days of receipt and notify you in writing of its status. You will receive either our decision to grant your appeal, deny your appeal, or a request for additional documentation. If we grant your appeal and you have submitted all required financial aid materials, you will receive an award notice. If we deny your appeal, you may choose to apply for an alternative loan. However, you may need a creditworthy cosigner to qualify.