

## Satisfactory Academic Progress (SAP) Appeal Information:

In order to be considered for financial aid at UNC Charlotte, students must meet certain standards of academic progress as described in the Satisfactory Academic Progress (SAP) policy available online at <http://finaid.uncc.edu/keeping-your-aid/satisfactory-academic-progress>. These standards include a minimum cumulative UNC Charlotte grade point average, a minimum credit hour completion rate of UNCC attempted credit hours plus transfer credit hours, and the completion of a degree within a maximum timeframe. These standards are reviewed for each enrolled student at the end of each semester.

If you lose your financial aid eligibility at the end of the semester, **you must submit this appeal form to the Office of Student Financial Aid by the published deadlines in order to request a reconsideration of your eligibility.** Otherwise, your academic progress will not be reviewed until the end of the following semester.

Students who become readmitted to UNC Charlotte under a forgiveness policy **do not** automatically regain financial aid eligibility and are required to submit this appeal form for reconsideration. **It is the responsibility of the student to verify that their enrollment status is in "Active" status before appealing.**

Students may appeal their unsatisfactory academic status only **four times** during their academic career at UNC Charlotte. Documented mitigating circumstances may allow additional appeals on a case-by-case basis.

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### SUMMARY OF SAP REQUIREMENTS

#### Cumulative Grade Point Average:

- ❖ Undergraduate students must have a cumulative GPA of 2.0
- ❖ Graduate students must meet the GPA requirements outlined by the Graduate School.

#### Minimum Credit Hour Completion:

- ❖ All students must earn at least two-thirds (or 66.6%) of their total attempted credit hours (transfer credits are included).

#### Maximum Hours for Financial Aid:

- ❖ Students can receive financial aid for up to 150% of the credit hours required for degree completion. All credit hours attempted (including transfer credits) are counted.
- ❖ Most undergraduate programs require 120 credits to earn a degree. Students can receive aid for up to 180 credits.
- ❖ Graduate students are subject to the requirements outlined by the Graduate School.

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Send completed appeal form with supporting documentation to:

Office of Student Financial Aid  
University of North Carolina at Charlotte  
9201 University City Blvd  
Charlotte, NC 28223-0001  
FAX: (704) 687-1461

## Satisfactory Academic Progress Appeal

Please allow at least **3 weeks** for appeals to be reviewed. Incomplete appeals will **not be reviewed**. Appeal **decisions are provided online on the student's Banner Self-Service account**. Students should check their appeal status online under "Overall Status of Financial Aid" and "Active Messages" for information regarding the appeal decision.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State Zip

**STEP 1: Select the semester for which you are requesting reconsideration. Appeal forms will not be accepted after the deadline dates listed below.**

<input type="checkbox"/> <b>Summer</b> <b>Deadline: June 13, 2014</b>	<input type="checkbox"/> <b>Fall</b> <b>Deadline: September 12, 2014</b>	<input type="checkbox"/> <b>Spring</b> <b>Deadline: January 23, 2015</b>
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**STEP 2: Check one of the following statements:**

- Reevaluation Requested:** After completing additional credits at UNC Charlotte, I have now met **all three** of the SAP standards and I am requesting a reevaluation of my academic progress.
  
- Check the appropriate reason(s) that affected your academic progress.** Based on your reason(s), listed below are a few examples of acceptable documentation.
  - Academic Related Issues**
    - Statement from Academic Advisor
    - Statement from Tutoring Services
    - Statement from professor (s)
    - If appealing for Maximum Timeframe, please submit the **Academic Advising Form**, located at <http://finaid.uncc.edu/sites/finaid.uncc.edu/files/media/forms/SAP-Academic-Advising.pdf>
  
  - Personal Related Issues**
    - Death certificates, obituaries of family member(s)
    - Letter from family member verifying circumstances
    - Copy of police reports of incident
  
  - Job Related Issues**
    - Letter of verification of employment printed on company letterhead
    - Statement from employer (printed on company letterhead) indicating your circumstances, changes implemented that describe how the issue has been resolved, and the timeframe affected.
  
  - Health Related Issues**
    - Signed letter from doctor
    - Medical record indicating date(s) of medical office or hospital visits
  
  - Other Circumstances Not Listed Above**
    - Appropriate documentation supporting your statement

**REQUIRED DOCUMENTATION:**

- **Please attach a typed and signed explanation of your circumstances and include the following:**
  - State how your circumstances directly affected your academic progress during your attendance at UNC Charlotte.
  - Explain how you have resolved your circumstances.
  - Describe the steps that you are taking to improve your academic record.
- **Provide supporting documentation:** (for example: a signed letter from your doctor, counselor, employer, and/or professor or any other documents that will support the information in your appeal).
- **If you are appealing for maximum HOURS:** Submit an “Academic Advising Form” from your Academic Advisor showing the remaining courses you have left to complete your program as well as an estimated graduation date. This form is located on UNC Charlotte’s web site at <http://finaid.uncc.edu/forms-and-publications>.

**STEP 3:** By signing this form I certify that I have read the UNC Charlotte Satisfactory Academic Progress (SAP) policy and that the information I have provided is accurate and complete. I understand that submission of a SAP appeal does not guarantee reinstatement of aid eligibility. I understand that I am responsible for making necessary payment arrangements for any charges I owe the University regardless of the outcome of my appeal. **If I choose not to attend UNC Charlotte, I understand it is my responsibility to officially withdraw from my registered classes by the established deadlines.**

**Student Signature:** \_\_\_\_\_

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