

**WINTHROP UNIVERSITY
OFFICE OF FINANCIAL AID**

**SATISFACTORY ACADEMIC PROGRESS APPEAL
SPRING 2019**

Student Name _____ **Winthrop ID Number** _____

Students who are not making satisfactory academic progress (SAP) are ineligible to receive financial aid. However, if documented, extenuating circumstances (i.e., circumstances beyond the student's control) contributed to the lack of satisfactory academic progress; the student may request reconsideration by filing an appeal. Winthrop University's SAP Standards may be accessed online at <http://www.winthrop.edu/finaid/forms> choose "Satisfactory Academic Progress Standards."

To be considered for Spring 2019 financial aid it is recommended that you submit your appeal and supporting documentation no later than February 6, 2019. Please allow 2-3 weeks for appeals to be reviewed by the Office of Financial Aid. Submitting this appeal form does not automatically guarantee approval.

STEP ONE: Indicate the basis of your appeal by checking one of the following:

- Extenuating Circumstances:** I have experienced documentable circumstances outside my control (these may include, but are not limited to, personal illness or the illness, death, or other significant event involving a family member) that influenced my ability to meet Winthrop University's SAP standards. **The following information MUST be attached to your appeal:**
 - A typed statement explaining your extenuating circumstance. Your explanation must include: 1) how the circumstance affected your academic performance during the time period you failed to meet SAP at Winthrop University, and 2) how your circumstance has been resolved
 - Provide an outline of your academic plan to improve your academic performance
 - Undergraduate students must submit an *Academic Plan* created by the Academic Success Center (ASC). Request an ASC appointment as soon as possible using the ASC web request form – www.winthrop.edu/success/AAP
 - Graduate students may submit an *Academic Plan* created by an appropriate faculty member or graduate advisor
 - Documentation to confirm the information stated in your appeal. For example, a signed letter from a doctor, counselor, social worker, teacher, academic advisor, or from disability services that supports your appeal and the timeframe in which your circumstance occurred. **FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION WILL RESULT IN DENIAL OF YOUR APPEAL.**
- Maximum Time-Frame:** I have attempted at least 180 credit hours and must complete additional courses to receive my degree.
 - Provide a typed statement explaining the circumstances that have led you to needing additional courses to receive your degree.
 - Provide an outline, signed by your academic advisor, detailing the remaining courses needed to complete your degree and your anticipated date of graduation. *Note: If your appeal is approved, you may **not** receive financial aid for courses other than those listed in your outline.*
- Meeting Progress:** I am now meeting Winthrop University's SAP Standards (completed at least 66.67% of my attempted credits and have at least a 2.0 cumulative Winthrop GPA). I would like to request a reevaluation of my academic progress.

STEP TWO: Certification

By signing this form I certify that I have read Winthrop University's SAP Standards and that the information I have provided is accurate and complete. I understand that the submission of this form does not guarantee reinstatement of aid eligibility. I understand if my appeal is approved, I may be expected to fulfill certain academic requirements during the period for which my appeal has been approved in order to retain eligibility for aid. I understand that I am responsible for making payment arrangements for charges I owe the University regardless of the outcome of my appeal.

Student's Signature _____ **Date** _____