# SATISFACTORY ACADEMIC PROGRESS APPEAL

## SUMMER 2011 AND 2011-2012 ACADEMIC YEAR

<table>
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<tr>
<th>Student Name</th>
<th>ID Number</th>
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<tr>
<td>E-mail Address</td>
<td>Phone Number</td>
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Students who are not making satisfactory academic progress (SAP) are ineligible to receive student 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 www.winthrop.edu/finaid/default.aspx?id=3548.

**Submitting this appeal form does not automatically guarantee approval.**

**STEP ONE:** Select the semester for which you are requesting reconsideration. Allow at least two weeks for your appeal to be reviewed.

- [ ] Summer 2011
- [ ] Fall 2011
- [ ] Spring 2012

**STEP TWO:** 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, **signed** 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**, 2) how your circumstance has been resolved, and 3) an outline of your academic plan to improve your academic performance.
  - 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 186 credit hours and must complete additional courses to receive my 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.

- [ ] **Reconsideration:** I have completed at least 66.67% of my attempted hours and/or have increased my GPA to the required minimum and would like to request a reevaluation of my academic progress.

**STEP THREE:** 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 __________

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