

## Financial Aid Satisfactory Academic Progress Appeal


USC ID: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Best Phone Contact: \_\_\_\_\_ USCA Email: \_\_\_\_\_@usca.edu

Use this form if eligibility to receive financial aid has been suspended. You have an opportunity to appeal this decision. Carefully read and follow the instructions below to submit your appeal. Once your appeal has been reviewed by the Financial Aid Appeals Committee, you will be notified of the decision.

**Deadline for Appealing: Deadline for receipt of appeals in the Office of Financial Aid is 30 calendar days prior to the end of the semester for which aid is requested.**

Semester for which you are submitting the appeal (i.e. Spring 2020): \_\_\_\_\_

 **For ALL students with a GPA below 2.0**, in addition to the documentation listed below, you must also attach to this form a Certificate of Completion for the on-line Academic Success Workshop found at <https://success.usca.edu>.

Please indicate the extenuating circumstance that contributed to your inability to maintain SAP by checking any category that applies to you. **For the reason selected, you also must follow the instructions for submitting appropriate documentation.**

| Check One | Reason for Appeal  | Supporting Documentation REQUIRED   |
|-----------|--|---|
|           | Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time. | <ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Statement from the physician <u>on letterhead</u> explaining the nature and dates of the illness or injury and a release to return to classes.</li> </ul>  |
|           | Death of an immediate family member.   | <ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Photocopy of the death certificate or obituary and <u>indicate your relationship to the deceased</u>.</li> </ul>   |
|           | Job-related Issues   | <ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>A detailed explanation regarding the specific circumstances of the job-related issue (include dates and what you have done to overcome this issue).</li> <li>Supporting documentation from <u>your employer</u>, including their contact information.</li> </ul> |
|           | Victim of a crime  | <ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Copy of police reports of incident(s).</li> </ul>  |
|           | Other  | <ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Supporting documentation of special circumstance(s)</li> </ul>   |
|           | <b>For students reaching Maximum Timeframe</b><br>Second-Degree, Double Major or Change of Major                                       | <ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Unofficial USCA academic transcript from <a href="http://www.my.sc.edu">www.my.sc.edu</a></li> </ul>   |

By signing this form, I certify I have read this form and the information provided. All supporting documentation is true and accurate. Incomplete appeals (lacking supporting documentation) will NOT be reviewed. Submission of falsified documentation will result in an immediate denial of your appeal.

**After initial review, you may be required to submit an Academic Plan before a final decision can be made on your appeal. All decisions by the Financial Aid Appeals Committee are FINAL.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_