

Financial Aid Satisfactory Academic Progress Appeal Guidelines

Many students have unexpected events that may cause them to have a difficult time during their education. If you have suffered from an exceptional event, you do have the right to appeal to be eligible to receive financial aid for a probationary period. Your appeal will be kept confidential and the documentation provided will be used for this purpose alone. You do not need to type your appeal, but if your handwriting cannot be read, a positive decision is unlikely.

Appeals will **NOT** be heard in person, so take your time in composing this letter as it is your only opportunity to describe any extenuating circumstances that prevented you from making academic progress.

I. Identification – Who are you?

Always include your full name and student ID# on your appeal. Also include the date that you are submitting your appeal.

II. What is the reason for your letter?

Why are you appealing? What do you expect to get out of this process?

Be sure to re-state in your own words the reason that you are not making academic progress, i.e. what should your GPA be, what is it now?

III. State the Facts!

Explain your pertinent academic history. Remember, your **entire** academic history must be taken into account when your academic progress is reviewed. Look at your academic transcript and discuss **ALL** issues that you have had.

IV. Describe extenuating circumstances – make your case!

Think about what circumstances/events occurred that prevented you from meeting the satisfactory academic progress requirements?

UCC has a variety of support systems available to you from the moment you step on campus. Not being aware of these services, or not taking advantage of them, is not a basis for appeal. Extenuating circumstances are compelling and beyond your control. Time constraints and poor study/planning skills are not typically considered extenuating circumstances.

V. Do you have any supporting documentation?

If you do, please feel free to include **copies**. We do not want your originals. Remember that your information is private and anything that you choose to share in this appeal will not affect the amount of financial aid that you are eligible for.

VI. What is your plan/solution (you will likely want to meet with an Academic Counselor)?

Your appeal should also list steps that you will take to remedy your situation.

List changes that you have made or steps that you have taken that will help you remedy your situation. If you worked too much to complete the minimum level of courses last year will you be working less this year, taking less classes, or both?

List courses that you are planning to take, how many credits, etc. If you are appealing because you have taken more than 150% of the required credits to graduate include your semester by semester (with courses) plan for graduation.

Don't forget to sign your letter.

This is an official letter from you requesting to have your academic progress determination overturned.

Don't forget to sign the letter. Remember, your signature makes it official.