

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS APPEAL INSTRUCTIONS

REESTABLISHING FINANCIAL AID ELIGIBILITY

The Office of Financial Aid and Scholarships will notify students of their failure to meet the standards of the SAP policy. Students are responsible for reading and understanding any notifications regarding changes to their SAP status. Students may view their SAP status via UNCGenie. Students who fail to meet the standards of this policy may reestablish their financial aid eligibility at UNCG in the following ways:

- The student can earn the number of credit hours for which they are deficient or improve their GPA without financial aid. AP credits and CLEP courses **do not count** as hours towards making up credit hour deficiencies. **These hours may be earned at UNCG or they may be earned at another institution and transferred to UNCG for any term after the deficiency occurs.** Students should get prior approval from the University Registrar's Office to ensure that courses taken at another institution will be accepted at UNCG.
- The student can appeal if there were extenuating circumstances beyond the student's control that prohibited the student from complying with the standards of the SAP policy, and those circumstances are now resolved.

Students on Financial Aid Warning are **NOT** required to submit any additional documents to be eligible for financial aid.

SUMMARY OF DOCUMENTS TO BE INCLUDED IN THE SAP APPEALS PROCESS

Students must include the following with an appeal:

- Students **MUST** include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed.
APPEALS WITHOUT DOCUMENTATION WILL BE DENIED.
- Students are required to submit an academic success plan along with a financial aid appeal. The plan must include how you are going to use on/off campus resources to receive assistance while working on your skills and issues. More information about the Satisfactory Academic Progress Policy can be found at <https://studentsfirst.uncg.edu/academic-appeals/financial-aid/>
- IF you are classified as a JUNIOR or SENIOR (60 hours or greater), you are required to submit a graduation plan with your appeal. This graduation plan must include the courses you need to graduate and which semester each course will be taken. The graduation plan must be approved and signed by an academic advisor, an advising center, or the Students First Office.

IMPORTANT POINTS TO REMEMBER

- Appeals based upon circumstances that were under the control of the student are rarely approved.
- **Appeals will not be reviewed after the last day of schedule adjustment unless the student is currently enrolled.**
- Students seeking to reestablish financial aid eligibility remain **ineligible** to receive financial aid assistance or deferment of payment until the appeals process is complete and a decision has been made by the Office of Financial Aid and Scholarships
- Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid and has been awarded.
- If a SAP appeal is approved, replacement of any previously awarded financial aid package is not guaranteed.

HOW TO UPLOAD APPEAL VIA DOCUMENT UPLOADER

- Log into UNCGenie via iSpartan
- Financial Aid Main Menu
- Under General Links click Financial Aid Document Upload Process
- Select Appropriate Aid Year and Submit
- Select Satisfactory Academic Progress Appeal for document type and submit
- Choose your file and click upload
- Look for the green "successfully uploaded" confirmation.
- Repeat if you have additional documents to upload.

DOCUMENTATION TO BE INCLUDED WITH APPEAL

Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet the SAP policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The appeal must include steps being taken to ensure academic performance, including a written plan for academic success for the upcoming academic term; for juniors and seniors, this plan must include an approved graduation plan.

Events/circumstances that merit an appeal include, but are not limited to:

- ⇒ Personal or family emergency
- ⇒ Unanticipated, serious medical difficulty (excluding chronic conditions—students are responsible for properly balancing school work with known chronic conditions)
- ⇒ Serious psychological difficulty
- ⇒ Car accident
- ⇒ Death in the family
- ⇒ Domestic violence
- ⇒ Other

Listed below are suggested documentation required for each situation:

EXAMPLE SITUATION	SUGGESTED DOCUMENTATION
<input checked="" type="checkbox"/> Medical/psychological circumstances (excluding chronic conditions—students are responsible for properly balancing school work with known chronic conditions)	<ul style="list-style-type: none"> • Statement from physician on letterhead including dates of service and whether or not the student is stable and ready to return to the University • Statement from therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University • Do NOT include copies of medical charts • Explanation of how situation is resolved or is being managed
<input checked="" type="checkbox"/> Car accident	<ul style="list-style-type: none"> • Police Report • Medical documentation • Statement from physician on letterhead indicating that the student is stable and ready to return to the University • Documentation from repair company indicating seriousness of accident
<input checked="" type="checkbox"/> Death affecting student/family	<ul style="list-style-type: none"> • Obituary • Complete copy of funeral program • Statement of the relationship between the student and the deceased to accompany the obituary or funeral program • Certified death certificate • Explanation of the effect on the student/family
<input checked="" type="checkbox"/> Personal/family emergency	<ul style="list-style-type: none"> • Explanation of how the situation has been resolved or is being managed • Appropriate medical documentation including statement from physician on letterhead including dates of service • Notarized statement from parent or family member regarding situation and effect on student
<input checked="" type="checkbox"/> Reinstated after Suspension /	<ul style="list-style-type: none"> • Separate appeal from the one submitted to academics to be readmitted to the University. • Success plan and Graduation Plan (signed by advisor)
<input checked="" type="checkbox"/> Made up deficient hours by paying for classes on own (reinstatement)	<ul style="list-style-type: none"> • If hours taken at another institution the academic transcript must be received and transfer hours posted by Registrar's Office. • Do NOT submit transcript to the Office of Financial Aid and Scholarships
<input checked="" type="checkbox"/> Unusual Enrollment History Appeal	<ul style="list-style-type: none"> • Explanation/documentation can include personal reasons such as illness, family emergency, and other extenuating circumstances • Explanation/documentation can also include academic reasons which may explain the failure to earn academic credit • <i>Please refer to other example situations in this document for suggested documentation for extenuating circumstances</i> • If appeal is based on academic reasons, please do NOT send academic transcripts. UNCG has access to review your transcripts. Please include any other documentation that could adequately document your academic reasons for having an unusual enrollment history.
<input checked="" type="checkbox"/> Other	<ul style="list-style-type: none"> • Explanation of how situation has been resolved or is being managed • Other documentation depending on type of situation