



Dear Student,

If you did not meet the Satisfactory Academic Progress (SAP) requirements due to extenuating circumstances, you may submit a formal appeal requesting the reinstatement of your financial aid and enrollment eligibility. **Circumstances related to the typical adjustment to college life are not considered as extenuating for purposes of appealing your suspension.**

Submitting an appeal does not automatically guarantee approval. Appeals will be reviewed by the Satisfactory Academic Progress Appeal Committee. The Committee consists of members from various departments at Allen University. The Committee will decide if your financial aid and enrollment eligibility should be reinstated or remain in a suspension status. Please be aware that if the Committee reinstates your eligibility for financial aid and enrollment they will require certain stipulations that must be met each term. Failure to meet these stipulations at any point in time will result in your financial aid and enrollment eligibility once again being placed in a suspension status. You will be notified in writing by mail or via email of the Committee's decision. The Committee's decision is final.

Steps to complete Appeal:

1. Complete the Satisfactory Academic Progress Appeal Form. In a typed statement clearly explain the circumstances which prevented you from meeting the Satisfactory Academic Progress requirements:
 - a. What occurred; why did you fail to meet the SAP requirements?
 - b. How have you resolved these circumstances so that they will not continue to affect you in the future? What is your plan of action to ensure your success?
2. Meet with your academic advisor to help you formulate an academic plan detailing the classes you must take and the minimum GPA you must earn.
3. If you have exceeded the maximum time frame, explain the number of hours accumulated. **You must also submit a DEGREE PLAN.**
 - It must verify your major and
 - It must list the specific courses and number of hours remaining for your major and degree completion.
4. Submit your complete appeal packet and all supporting documents by the published deadline for the term for which you are appealing.
 - Appeals without supporting documentation will be denied. Please see the top of page 2 for examples of supporting documentation.
 - If a professional is providing a letter to support your appeal, it must have the original signature, be dated and **on letterhead**.
 - All letters must include contact information (address and phone number) for the committee to contact if they determine follow-up is necessary. However, you must document your circumstances in writing. Do not expect for the committee to use this contact information to call and document your circumstances for you.



Some examples of appropriate supporting documentation are as follows:

Family Circumstances	Medical Concerns	Work Circumstances
<ul style="list-style-type: none"> • Marriage Certificate • Birth Certificate • Divorce Papers • Court Documents • Police Reports • A copy of plane tickets 	<ul style="list-style-type: none"> • A copy of medical bills • Letter from Doctor: <ul style="list-style-type: none"> o Verifying illness o Verifying treatment o Supporting your ability to handle an academic course-load 	<ul style="list-style-type: none"> • Letter from Employer: <ul style="list-style-type: none"> o Verifying unemployment o Verifying hours worked
Death	Emotional Concerns	Accident
<ul style="list-style-type: none"> • Death Certificate • Obituary • Memorial Service Bulletin 	<ul style="list-style-type: none"> • Letter from a counselor / therapist: <ul style="list-style-type: none"> o Verifying treatment o Supporting your ability to handle an academic course-load 	<ul style="list-style-type: none"> • Original police report • Medical documentation • Car repair bills

Submitting incomplete documentation will result in a denial of your appeal or a delay in processing.

Please make sure to include your name, student identification number (SID), current address, phone number, and email address on your appeal documents.

Students in cancellation status may enroll in classes. However, if the appeal is denied the student is responsible for any charges incurred at AU. Financial Aid cannot be retroactively reinstated if an appeal is approved after a semester has ended or if an appeal is incomplete and the documents are submitted after a term ends.

You may call (803) 255-4999 to make an appointment with your financial aid counselor to discuss your appeal. Your counselor will not be able to approve or deny your appeal, nor do financial aid counselors sit on the committee which reviews your appeal. Your counselor will only be able to clarify any questions you have about this document and provide you with other financial aid options.

There are SAP appeal deadlines for each semester. If appeals are not submitted in their entirety by the semester deadline, the appeal may not be reviewed until the following semester.

Appeal deadlines are as follows: **July 15th (Fall) January 3rd (Spring)**

Only submit complete appeal packets with supporting documentation, do not submit documents individually.

Mail Appeals Documents To:
Office of Student Financial Aid Attn:
Satisfactory Academic Progress Appeal Committee
1530 Harden St, Columbia, SC 29204
financialaid@allenuniversity.edu



Satisfactory Academic Progress (SAP) Appeal Application

Appeal Deadline
July 15th (Fall) January 3rd (Spring)

Section A – General Information

Name: _____ SID: _____

Local Address: _____

Phone Number: _____ Email: _____

Appeal is for (check term and indicate year) Summer 20____ Fall 20____ Spring 20____

Academic Advisor’s Name: _____ Department: _____

Anticipated Graduation Date: _____

Section B – Reinstatement Request Information

1. Indicate below which situation applies to your reason for appeal and submit the appropriate supporting documentation:
 - Medical
 - Death/Illness
 - Military Service
 - Exceeded Maximum Time Frame/Pursuing a Second Degree
 - Other Special Circumstance
2. Attach a typed statement that includes the following criteria:
 - An explanation of the specific circumstance that prevented you from making Satisfactory Academic Progress.
 - An explanation of what has now changed and/or how you will address the circumstance(s) previously described so that you can successfully complete your academic program.

Section C: Appeal Results

If my appeal is DENIED, by signing below I understand that decisions are processed on a case-by-case basis and the Satisfactory Academic Progress Appeal Committee may deny any SAP appeal as they deem appropriate.

If my appeal is APPROVED, by signing below I understand that the Satisfactory Academic Progress Appeal Committee will require certain stipulations (Academic Plan) to be met every semester and failure to meet those stipulations will result in my financial aid being cancelled for future semesters.

Signature: _____ Date _____



**SATISFACTORY ACADEMIC PROGRESS (SAP)
 ACADEMIC PLAN**

 Student Name

 SID Number

 Student Phone

 Student Email

 Academic Advisor Name

 Academic Advisor Email

INSTRUCTIONS: Make an appointment to meet with your academic advisor after you have written your financial aid SAP appeal. Students enrolled in declared majors and pre-major status should meet with their department academic advisors.

Your academic advisor will help you formulate an academic plan detailing the classes you must take and the minimum GPA you must earn. The academic plan should cover as many semesters as necessary for you to either meet the SAP standards or graduate from your degree program, whichever is earliest. **The minimum length for an academic plan is two semesters. You will need three copies of your academic plan: one for your academic advisor, one for the Financial Aid Office, and one for you to keep.**

The Financial Aid Office will review your progress to verify that you have fulfilled the terms of your academic plan each semester. **If you have not followed any component of your academic plan, you will be ineligible for financial aid and any aid you have been awarded may be revoked.**

CURRENT STATUS

Current attempted credit hours: _____

Current completion rate _____
 (earned ÷ attempted)

Current earned credit hours: _____

Current cumulative GPA _____



Student Name: _____

Student ID: _____

SEMESTER PLAN

Circle one: FALL SPRING SUMMER Year: _____

Course: Example: ENG102	Credits	Grades
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester GPA: _____
Cumulative GPA at the end of this semester: _____
Completion rate at the end of this semester (hours earned ÷ attempted hours): _____

SEMESTER PLAN

Circle one: FALL SPRING SUMMER Year: _____

Course: Example: ENG102	Credits	Grades
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester GPA: _____
Cumulative GPA at the end of this semester: _____
Completion rate at the end of this semester (hours earned ÷ attempted hours): _____

MAKE ADDITIONAL COPIES OF THIS PAGE IF NECESSARY



Student Name: _____
Student ID: _____

SEMESTER PLAN

Circle one: FALL SPRING SUMMER Year: _____

Course:	Credits	Grades
Example: ENG102		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester GPA: _____

Cumulative GPA at the end of this semester: _____

Completion rate at the end of this semester (hours earned ÷ attempted hours): _____

SEMESTER PLAN

Circle one: FALL SPRING SUMMER Year: _____

Course:	Credits	Grades
Example: ENG102		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester GPA: _____

Cumulative GPA at the end of this semester: _____

Completion rate at the end of this semester (hours earned ÷ attempted hours): _____

MAKE ADDITIONAL COPIES OF THIS PAGE IF NECESSARY



Student Name: _____
 Student ID: _____

<u>SEMESTER PLAN</u>			
Circle one:	FALL	SPRING	SUMMER
			Year: _____
Course: Example: ENG102	Credits		Grades
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
Semester GPA: _____			
Cumulative GPA at the end of this semester: _____			
Completion rate at the end of this semester (hours earned ÷ attempted hours): _____			

<u>SEMESTER PLAN</u>			
Circle one:	FALL	SPRING	SUMMER
			Year: _____
Course: Example: ENG102	Credits		Grades
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
Semester GPA: _____			
Cumulative GPA at the end of this semester: _____			
Completion rate at the end of this semester (hours earned ÷ attempted hours): _____			

MAKE ADDITIONAL COPIES OF THIS PAGE IF NECESSARY



Student Name: _____

Student ID: _____

SEMESTER PLAN

Circle one: FALL SPRING SUMMER Year: _____

Course: Example: ENG102	Credits	Grades
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester GPA: _____
Cumulative GPA at the end of this semester: _____
Completion rate at the end of this semester (hours earned ÷ attempted hours): _____

SEMESTER PLAN

Course: Example: ENG102	Credits	Grades
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester GPA: _____
Cumulative GPA at the end of this semester: _____
Completion rate at the end of this semester (hours earned ÷ attempted hours): _____

MAKE ADDITIONAL COPIES OF THIS PAGE IF NECESSARY



ACADEMIC PLAN

- This plan is for _____ semesters.
- You can only enroll in 13 credit hours per semester.
- You **MUST** earn a 2.0 GPA for each semester.
- You **MUST** give the academic performance form to each professor on a weekly basis. This form must be delivered to the Retention Coordinator by the student weekly.
- You **MUST** attend a minimum of four (4) retention workshops per semester.
- You **MUST** meet with the Retention Coordinator weekly to evaluate your Academic Performance Form from your professors.
- You **MUST** meet with your academic advisor two (2) times before midterm exams and two (2) times before final exams.
- No withdrawing, dropping, or failing any classes.
- Other: _____

ADVISOR'S STATEMENT: This student and I have discussed his/her academic progress and goals to formulate this academic plan. I believe this academic plan is attainable for this student and appropriate for progressing in his/her course of study.

 Advisor's Signature

 Date

 Print Advisor's Name

STUDENT'S STATEMENT: I have discussed my academic progress with my academic advisor to formulate my academic plan. I agree that this academic plan is attainable for me and I agree to adhere to the terms of this academic plan. I understand that I must complete the requirements of this academic plan to receive financial aid. I understand that my financial aid will be revoked or denied if I do not meet ALL conditions of this academic plan.

If at any time I feel that I am in danger of not completing the requirements of this academic plan, I agree to contact my advisor and the Financial Aid Office to discuss my situation and options.

 Student's Signature

 Date

 Printed Student Name