

APPALACHIAN STATE UNIVERSITY  
OFFICE OF STUDENT FINANCIAL AID

**SATISFACTORY ACADEMIC PROGRESS APPEAL**

Review the Satisfactory Academic Program Policy printed on the reverse side of this form to determine if you are eligible to appeal for financial aid. If you meet the eligibility requirements, complete this appeal application and provide supporting documentation. Applications without supporting documentation, when required, will not be considered for approval and will be denied.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

ASU e-mail \_\_\_\_\_ Telephone # \_\_\_\_\_

What term are you applying for financial aid?

What term do you expect to graduate?

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year Year Year

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year Year Year

**I have not earned 67% of total hours attempted in pursuit of my degree because:**

\_\_\_\_ Enrolled in MAT 0010 and/or ENG 0900

\_\_\_\_ Medical Withdrawal {attach: 1) a personal letter outlining the circumstances regarding the medical withdrawal; 2) a letter from Health Services, family physician or copy of official doctor/hospital diagnosis, and 3) documentation from Health Services verifying permission to return to Appalachian. }

\_\_\_\_ Withdrawal for reasons other than medical {Attach: 1) a personal letter outlining the circumstances regarding your withdrawal, and 2) any other documentation verifying those circumstances, i.e. military activation. }

\_\_\_\_ Extended personal illness/injury or death or extended illness of immediate family member {Attach: 1) a personal letter outlining the circumstances regarding the illness/injury or death; 2) a letter from physician or copy of official doctor/hospital diagnosis; 3) if a medical withdrawal was involved, documentation from Health Services verifying permission to return to Appalachian, and 4) a copy of the death certificate or copy of the obituary if the appeal is based on the death of a family member. }

\_\_\_\_ I am a graduate student who was required to take prerequisite courses for the graduate degree (Attach: 1) a memo from your graduate advisor listing the required prerequisites or 2) a copy of your graduate program study listing the required prerequisites. }

Signed \_\_\_\_\_ Date \_\_\_\_\_

My signature certifies that I understand it is my responsibility to utilize all resources available to me at the University in order to achieve academic success.

Return this completed form to: Teresa Johnson, Office of Student Financial Aid, ASU Box 32059, Boone, NC 28608-2059.

*Office of Student Financial Aid Use Only*  
Approved \_\_\_\_\_ Term(s) \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_  
Denied \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**Satisfactory Academic Progress Policy**  
**For Financial Aid Eligibility at Appalachian State University**

In order to be eligible for federal, state, and institutional financial aid, a student must be making satisfactory academic progress toward completion of a degree or a teaching certificate.

**Satisfactory Academic Progress is evaluated for three standards:**

• **Standard 1 – Academic Standing – All Students**

A student is in good academic standing if they are not suspended according to the Good Academic Standing Policy as stated in the General Bulletin or the Suspension and Dismissal Policy in the Graduate Bulletin. Students must always maintain the cumulative grade point average requirements.

• **Standard 2 – Total attempted hours do not exceed 150% of the published length of the program**

A student is maintaining satisfactory academic progress if their total hours attempted for one or more undergraduate degree(s) or graduate degree(s) do not exceed 150% of hours required for the first undergraduate or graduate degree. Students who have attempted hours which exceed more than 150% of the total hours required are not eligible to appeal.

• **Standard 3 – Must earn at least 67% of total attempted hours at Appalachian for the degree**

All students must successfully complete 67% of their Appalachian attempted cumulative credit hours at the end of each term. Example: At the end of a spring semester a student has attempted 92 credit hours. The student must successfully complete 61 of those credit hours.

**Evaluation Periods**

Satisfactory Academic Progress will be evaluated at the end of each spring term. However, if the financial aid application is received after the end of the spring semester, the most current academic information will be used for the evaluation. The evaluation will include all terms of enrollment whether or not financial aid was received for a term. If a student was denied financial aid for the fall semester or was approved financial aid for fall only, an evaluation will be conducted once fall grades are posted to review and approve financial aid for those students who have reestablished eligibility. An evaluation will be conducted at the end of the spring semester to review and approve financial aid for summer for those students who have reestablished eligibility. In addition, an evaluation will be conducted at the end of the summer to review and approve financial aid for fall for those students who have reestablished their eligibility.

**Grades & Dropped Courses**

All grades, including withdrawals, incompletes, repeats, and non-credits are considered in the evaluation. Repeated courses are counted in total attempted hours. Dropped classes after the drop/add period will be counted in total attempted hours. Any student who does not successfully complete any of their courses (no passing grades) will automatically be considered as not making Satisfactory Academic Progress and will be required to submit a Satisfactory Academic Progress Appeal for the next term of enrollment.

**Students Readmitted Under the Forgiveness Policy**

Students are considered in good standing if they have been admitted under the one year forgiveness policy. Per institutional policy, one year forgiveness students are those who have earned a minimum of thirty semester hours of transferable credit since they last attended Appalachian. In addition, the grades earned at other collegiate institutions combined with the grades earned previously at Appalachian result in an average of at least 2.0. Students admitted under any other forgiveness policies are not eligible for financial aid the first semester/term they enroll unless grades earned at other collegiate institutions during absence from Appalachian combined with the grades earned previously at Appalachian result in an average of at least 2.0. Students who meet the three standards above may appeal in writing for financial aid once Appalachian grades for the first term of forgiveness are posted.

**Review Process and Notification of Non-eligibility**

It is the responsibility of the student to be aware of their satisfactory academic progress status. When a student is not meeting the minimum satisfactory academic progress requirements, the student will be notified that he/she is not eligible to receive financial aid until eligibility is regained. The awarding of financial aid will depend on the time eligibility was reestablished, the type of aid requested, and the availability of funds.

**Appeal Process**

A student who is not maintaining satisfactory academic progress under standards 2 and 3 of this policy as stated above may appeal their status by completing the appeal form (reverse side of this document). Appeals will only be considered for the following reasons:

**Not Meeting 67% Requirement**

- |   |  |
|---|--|
| 1) Enrolled in MAT 0010 and/or ENG 0900   | 2) Medical Withdrawal  |
| 3) Withdrawal for reasons other than medical  | 4) Extended personal illness/injury or death or extended illness of immediate family |
| 5) Graduate student who was required to take prerequisite courses for the graduate degree |  |

**Appeals on the basis of GPA deficiency will not be considered. Students who are academically suspended and are enrolling in summer school are not eligible for financial aid.**

All appeals must be made in writing, with supporting documentation when required, on the *Satisfactory Academic Progress Appeal Form* (reverse side of this document). All appeals along with all required documentation are to be submitted to: Teresa Johnson, Office of Student Financial Aid, ASU Box 32059, Boone, NC 28608-2059