

APPALACHIAN STATE UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS APPEAL

Review the Satisfactory Academic Progress 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 in pen (do not use pencil) and provide supporting documentation. **Incomplete applications or applications without supporting documentation will not be considered for approval and will be denied.**

Name _____ Student ID# (do not use your SSN#) _____

Appalachian e-mail _____ Telephone # _____

What term are you applying for financial aid? Fall _____ Spring _____ Summer _____ What term do you expect to graduate? Fall _____ Spring _____ Summer _____
Year Year Year Year Year Year Year

I have not earned 67% of total hours attempted at Appalachian in pursuit of my degree because (check all that apply):

- Earned grade(s) of F or U*
 Enrolled in MAT 0010 and/or ENG 0900
 Medical Withdrawal
 Withdrawal for Reasons Other Than Medical
 Extended personal illness/injury or death or illness of immediate family
 Graduate Student Required to Take Prerequisite Courses for Graduate Degree (attach a memo of verification from graduate advisor)

Describe below the circumstances which resulted in not earning 67% of the attempted hours (use additional sheets as needed) **Appeals without documentation, i.e. medical bills, death certificates, military activation will be denied.**

What steps have you taken to achieve academic success for the term you are appealing for financial aid? (use additional sheets as needed)

Signed _____ Date _____

If my appeal is approved my signature above confirms I understand it is my responsibility to utilize all resources available to me at the University in order to achieve academic success during the financial aid probationary term. These resources include, but, are not limited to: Learning Assistance Program; University Writing Center; Math Lab; tutors, and regular meetings with my academic advisor. I also understand I must earn at least 75% of the initial attempted hours during the financial aid probationary term until I am meeting the standards set forth in the Satisfactory Academic Progress Policy in order to be considered eligible for financial aid. If I do not earn the required number of hours during the financial aid probationary term, I understand that I will not be making Satisfactory Academic Progress and will be required to complete another Satisfactory Academic Progress Appeal form.

Office of Student Financial Aid Use Only

Approved _____ Term(s) _____ Date _____ Initials _____
 Denied _____ Date _____ Initials _____ 030911

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 he/she is 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 his/her 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. A student seeking a second undergraduate degree is maintaining satisfactory academic progress if the total undergraduate hours attempted does not exceed 225 hours.

- **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 62 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 financial aid 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 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. Classes dropped 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 may be required to submit a Satisfactory Academic Progress Appeal before aid eligibility can be determined 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 standards above may submit a Satisfactory Academic Progress Appeal form.

Review Process and Notification of Non-eligibility

It is the responsibility of the student to be aware of his/her 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 the status by completing the appeal form (reverse side of this document). Appeals will only be considered for the following reasons:

Standard 2: Total attempted hours exceed 150% of the published length of the program

1) Documented extenuating circumstances resulting in the total attempted hours exceeding 150% of the published length of the program

Standard 3: Not Meeting 67% Requirement

- 1) Enrolled in MAT 0010 and/or ENG 0900
- 2) Medical Withdrawal
- 3) Earned Grade(s) of F or U
- 4) Withdrawal for reasons other than medical
- 5) Extended personal illness/injury or death or extended illness of immediate family
- 6) 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 are not eligible for financial aid. All appeals must be submitted on the *Satisfactory Academic Progress Appeal Form* (reverse side of this document). All appeals

along with all required documentation are to be submitted to: Office of Student Financial Aid, ASU Box 32059, Boone, NC 28608-2059
04/11/2013