

## SATISFACTORY ACADEMIC PROGRESS APPEAL FOR FINANCIAL AID

You are required to appeal if you have failed to meet Satisfactory Academic Progress requirements. By submitting this appeal, you are requesting that your extenuating or unusual circumstances be considered in order to have your financial aid reinstated. Academic appeals and financial aid appeals are independent and separate from each other.

The following steps will be followed in deciding your appeal:

1. Your appeal will be reviewed by the financial aid administrative/counseling staff to evaluate your academic record and determine if extenuating or unusual circumstances existed. If your appeal is approved through this initial review, you will be advised in writing of the approval. Your financial aid will be reinstated under SAP Probation status for your next period of enrollment. When placed on financial aid probation, you are allowed to receive financial aid based on the conditions outlined by the committee and in accordance with your academic plan as long as you meet all other financial aid eligibility requirements.
2. You must submit an academic plan with your appeal. An SAP academic plan is not the same as your degree plan as outlined in the course catalog. You must consult with your academic advisor to develop an academic plan that will allow you to reach an eligible SAP status within the maximum time frame of 186 earned or attempted hours or less. If your appeal is approved and your academic plan is accepted by the Office of Financial Aid, you will be eligible to receive financial aid under SAP Probation status as long as you are making progress under your academic plan and you meet all other financial aid eligibility requirements.

If your academic plan is longer than one semester, the Office of Financial Aid will review your progress at the end of each semester to ensure that the SAP goals are being met. If you are not meeting your goals at the time of review, your financial aid will be cancelled; and you must complete your academic plan without federal financial assistance.

Once you have successfully completed your academic plan and you meet all other eligibility requirements, you will be removed from SAP probation.

In developing your academic plan with your advisor, it may be helpful to consider a reduced course load or take specific courses (i.e., repeating failed courses to replace the grade).

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### INSTRUCTIONS:

1. **DEADLINE:** An appeal will not be considered for the current semester after the last day of registration for the semester of enrollment in question. Appeals to receive aid for prior semesters will not be considered.
2. Complete and return the **SATISFACTORY ACADEMIC PROGRESS APPEAL** (See Reverse Side). Please be sure to attach any required documentation **and** your Academic Plan.
3. If you are appealing because you have reached the maximum number of credits attempted, submit a **DEGREE PLAN STATEMENT**. Your degree plan must be approved and signed by your advisor.
4. Return all required forms to: Philander Smith College, Office of Financial Aid, 900 Daisy Bates Drive, Little Rock, AR 72202.

# PHILANDER SMITH COLLEGE

Date Completed: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ PSC ID \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Appeal is for:  Fall Semester  Spring Semester  Summer Session

Name of Faculty Advisor: \_\_\_\_\_ Department: \_\_\_\_\_

1. What is your current classification and major? Class \_\_\_\_\_ Major \_\_\_\_\_

2. When did you initially enroll at Philander Smith College? \_\_\_\_\_

3. What is your anticipated graduation date? \_\_\_\_\_

4. After you complete your current degree or certificate, what are your career goals?  
\_\_\_\_\_

5. Which of the following resources have you used while a PSC? Mark all that apply:

Student Support Services  Tutoring (I.C.C.)  Assigned Advisor

6. What extenuating circumstances prohibited you from meeting the Satisfactory Academic Progress requirements? You must attach documentation to support your claim of extenuating circumstances when appropriate (letter confirming medical treatment, confirmation of death in the immediate family, etc.). - *Handwritten appeals will not be accepted.*  
\_\_\_\_\_  
\_\_\_\_\_

7. What changes have occurred that will enable you to meet the Satisfactory Academic Progress requirements? Please explain. - *Handwritten appeals will not be accepted.*  
\_\_\_\_\_  
\_\_\_\_\_

8. Will you attend Summer School? \_\_\_\_\_

9. Have you appealed previously? \_\_\_\_\_ If so, How many times? \_\_\_\_\_ When: \_\_\_\_\_

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## FINANCIAL AID USE ONLY

ENROLLMENT DATE: \_\_\_\_\_ CPGA: \_\_\_\_\_ SEMESTER GPA: \_\_\_\_\_

CUM HRS ATTEMPTED: \_\_\_\_\_ CUM HRS EARNED: \_\_\_\_\_ PRIOR APPEALS \_\_\_\_\_

DECISION:  Approved  Probation  Denied INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

In House Committee Members/Date DECISION:  Approved  Denied

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

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Signature Date