



**OFFICE OF STUDENT FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS APPEAL SPRING 2021**

INCOMPLETE APPEAL FORMS, APPEAL FORMS WITHOUT SUPPORTING DOCUMENTATION, AND APPEAL FORMS SUBMITTED WITHOUT AN ACADEMIC PLAN OF ACTION WILL NOT BE REVIEWED.

Section A - General Information

Name: _____ Banner ID Last 6 Numbers: _____

Address: _____

Telephone No: _____ () _____ City _____ State _____ Zip _____
Check One: Undergraduate Graduate

Major: _____ Academic Advisor: _____

E-mail Address: _____ Cell No.: _____ () _____

Section B - Reasons for an Appeal (Check all that apply)

- Medical:** Documentation of illness must be attached to the Appeal Form. For instance: a letter from the physician, hospital, etc.
- Death or extended illness of immediate family member (parents, spouse, siblings, and children):** Please attach a copy of the death certificate or obituary. Consideration will only be given for immediate family members.
- Working on a second undergraduate degree:** A Second Degree Form completed by your Academic Advisor or Dean/Chair of your Department indicating the courses, the credit hour of each course, and the total hours required to complete the second degree with your anticipated graduation date. The Second Degree Form can be found at <https://www.ncat.edu/admissions/financial-aid/2020-2021/second-degree-form-2020-2021.pdf>.
- Dual Degree (Double Major):** A Dual Degree Form completed by your Academic Advisor indicating that you are working on a double major and the number of hours required for you to complete both majors..
- Unusual circumstances not applicable to the above:** Please provide details and documentation. Date the circumstance(s) occurred: ____ / ____ / ____.

Please Note:

If your appeal references sexual misconduct, the Office of Student Financial Aid is required to report allegations to the Title IX Coordinator.

Section C - Student's Academic Plan of Action

An Academic Plan of Action from your Academic Advisor **MUST** be submitted with this appeal form.

Section D - Student's Letter of Appeal

Please provide a detail explanation of your appeal. This form must be completed by the student. An additional sheet may be used if more space is required. Please write legibly and provide documentation.

Name: _____ Banner ID Last 6 Numbers: _____

Explanation Cont.: _____

Please explain what you have done or are doing to resolve the problem(s) that prevented you from making satisfactory academic progress. Be specific.

Section E – Financial Literacy Course

In order for your appeal to be reviewed, you must complete the following two Financial Literacy modules “*Budget Basics*” and “*Financial Basics*” at <https://www.projectsuccessfinlit.org/registration/index.cfm?accesscode=002905>. You may complete any other module of your choice.

Signature: _____ 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 period.
- If I do not earn the required number of hours during the financial aid probationary period, I understand that I will not be meeting Satisfactory Academic Progress and may not be approved for another appeal.

Deadline: The last day that an appeal request form will be accepted for Spring 2021 registration is January 15, 2021. Appeal forms submitted after the deadline may not be reviewed before registration. Students should establish other payment options to secure classes.

Please return this form to:
Office of Student Financial Aid
North Carolina A&T State University
Office of Student Financial Aid Office
1601 E. Market Street
Greensboro, NC 27411
(336) 334-7973 • Fax (336) 334-7954