



FINANCIAL AID APPEALS



The Financial Aid Office at UNCG upholds the rules set by the United States Federal Government. Sometimes, this means Financial Aid needs additional documents from you to ensure legal and ethical distribution of funds. When your academic record does not meet federal Satisfactory Academic Progress rules, you will need a Satisfactory Academic Progress or Financial Aid Appeal to request funds. This flyer is a quick guide to the process, but please read Financial Aid's site also!

SATISFACTORY ACADEMIC PROGRESS (SAP)

- Maintain an overall 2.00 GPA & Academic Good Standing
 - Earn at least 67% of all your attempted hours (since starting college)
 - Finish 1st bachelor's degree within 180 attempted semester hours
 - Earn at least 1 hour of credit every semester in which you enroll
- To appeal SAP, you must submit **all** of the components below to demonstrate extenuating reasons why you didn't meet the requirements and how those circumstances have been resolved.*



YOU MUST APPEAL EACH CONSECUTIVE SEMESTER THAT YOUR RECORDS DON'T MEET SAP*

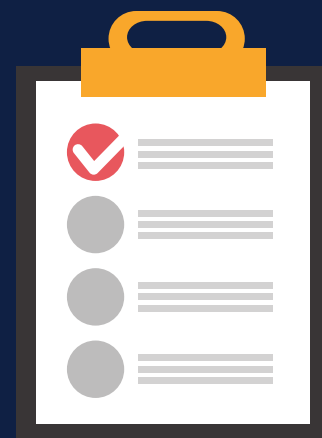
**some exceptions apply*

APPEAL FORM & SUCCESS PLAN


Purpose: Demonstrate you have a strong & detailed plan for overcoming the challenges you faced in maintaining SAP previously.

Tips:

- The Form and Success Plan are in fillable PDF format, so you may not be able to save. Click here for info on Printing to PDF to secure your answers.
- Be sure your success plan and letter of explanation align closely! Be specific but not too long-winded in your responses.



LETTER OF EXPLANATION



Purpose: Explain why you could not meet SAP so the Financial Aid office has a good reason to make an exception to the federal policy.

Tips:

1. Discuss challenges you faced that were unpredictable & out of your control. (Sometimes, you can write about progress made as your rationale.)
2. Describe the severity of the impact on your academics.
3. Demonstrate how challenges have been resolved or are being managed.

ANY TOPIC IN YOUR LETTER MUST HAVE OFFICIAL DOCUMENTATION

OFFICIAL DOCUMENTATION

Purpose: Officially verify circumstances discussed in your letter. (Financial Aid needs this to back up why they exempted you from the rules in case of audit).

Tips:

- Documentation must have your name, the date, and back up your letter.
- It is better to provide a few pieces of strong documentation than many pages of less helpful documentation.
- Sometimes a notarized statement from a family member can serve as documentation. (Be sure you also document your relationship to the writer!)



NEVER SUBMIT YOUR ONLY COPY OF A DOCUMENT

GRADUATION PLAN



NEED HELP GETTING STARTED? CHECK OUT THE GRAD PLAN TEMPLATE AND HOW-TO GUIDE.

Purpose: Demonstrate a feasible & advisor-approved plan to graduate in a timely manner. (**Juniors & Seniors only**, meaning 60+ earned hours!)

Tips:

- All plans must be signed by an advisor!
- Financial Aid will check your current course registration with the plan you submit and deny the appeal if they don't match.
- Planning to take too many classes in a term or pursuing a major in which you've not been successful previously may lead to denial.

DENIED APPEALS

- You can revise and re-submit your appeal up to two additional times if it is denied, but we recommend asking Financial Aid what they need from you first!
- **Not all appeals are approved, even after a second or third submission.**
- Some students are required to demonstrate academic progress without using Financial Aid funds before they can restore eligibility. This is a federal rule.
- If you submit Financial Aid Appeals in multiple terms, your likelihood of approval will decrease over time.



MORE TIPS

- You should **submit at least 3 weeks before the semester begins** (though the appeal deadline is later; check the [Academic Calendar](#) for appeal deadline information). Submitting your appeal early is the best way to ensure funds are disbursed before the University's payment deadline.
- We strongly recommend a preliminary review by a Students First Office (SFO) staff member. Contact SFO to request a review. SFO does not make decisions on appeals, but can help you draft a strong appeal packet.
- If you need to scan paper documents, the CamScanner app can help!
- **To submit, upload your appeal to UNCGenie.** Click here to learn how. Do NOT email your appeal.

