

Johnson C. Smith University  
Office of Student Financial Aid

**2024-2025 SAP Appeal Form**

Student ID  

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Student Last Name  

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Student First Name  

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**I am submitting my appeal for the following semester (Please choose one):**

Fall     
  Fall Term 2     
  Spring     
  Spring Term 2     
  Summer

Federal regulations require that Johnson C. Smith University review the academic progress of students receiving federal financial assistance. The review process is to evaluate whether a student is **meeting the minimum standards of Satisfactory Academic Progress (SAP)**. Satisfactory Academic Progress for financial aid is defined as:

1. Maintaining a cumulative GPA consistent with Johnson C. Smith University’s graduation requirements (see SAP policy);
2. Staying on pace to graduate by earning 67% of the cumulative attempted hours. The pace/completion rate is calculated by dividing cumulative hours earned by the cumulative hours attempted.
3. Completing your degree within the maximum timeframe allowed.

If you have experienced extenuating circumstances that caused you **not** to meet the Satisfactory Academic Progress (SAP) Standards, you may submit an appeal to have your circumstances reviewed by the SAP Committee for possible reinstatement

**Appeal Decisions:**

The appeal decision will be based on the strength of your appeal statement, documentation received, and your academic record. It is your only representation before the SAP Committee, as you will not be able to meet with the committee face to face. Please include **ALL** documentation you wish to be considered with this form. You will receive a written response after your complete appeal has been reviewed. Filing an appeal **does not** guarantee Financial Aid reinstatement.

**Appeal Instructions:**

The SAP Appeal and Academic Plan forms AND all supporting documentation must be submitted to the Financial Aid Office for the semester that you are planning to attend. Incomplete appeals will be denied.

**Fall 2024 Deadline is August 7, 2024**  
**Spring 2025 Deadline is January 3, 2025**  
**Summer 2024 Deadline is May 23, 2025**

1. **Attach a typed explanation of the extenuating circumstances that kept you from meeting SAP standards:** Include the reason why you were disqualified and what has changed in your situation that will allow you to make satisfactory academic progress in the future. Extenuating circumstances are situations that occur beyond your control. Your lack of compliance with the Satisfactory Academic Progress guidelines had to result from those direct extenuating circumstances.
2. **Attach all applicable documentation that supports your request:** Your appeal must include documentation or it will not be considered. Examples of extenuating circumstances documentation are as follows:
 

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| <input type="checkbox"/> Probationary Contract/Academic Reinstatement<br><input type="checkbox"/> Accident/ Injury/Police Reports<br><input type="checkbox"/> Court or other legal documents | <input type="checkbox"/> Copies of grade change forms<br><input type="checkbox"/> Death or birth certificates<br><input type="checkbox"/> Official, dated medical records |
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 **Other Extenuating Circumstances** – Clearly describe your extenuating circumstance, and the duration of the problem that you suffered. Documentation may include, but not limited to notarized statement(s) or letters from professional sources indicating circumstances have improved or been resolved.
3. **Student Certification and Signatures:** I certify that the information I have provided is true and complete to the best of my knowledge. By completing and submitting this form I certify that: (1) I have reviewed the SAP policy and understand I have fallen below the acceptable SAP standards required for financial aid; (2) I understand that the submission of an appeal does not guarantee approval and that my financial aid may not be reinstated for this semester and future semesters; (3) I agree that the courses I am taking during this enrollment period are acceptable toward meeting my degree requirements and the SAP standards; (4) my SAP status will be recalculated at the end of each semester, including summer and (5) I am responsible for any charges incurred during period/s of ineligibility.

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**Student Signature**

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**Date**