


## Financial Aid Satisfactory Academic Progress Appeal – Graduate Students

Student's Name: \_\_\_\_\_ USC ID: \_\_\_\_\_

Semester for appeal (i.e. Fall 2020): \_\_\_\_\_ USCA Email: \_\_\_\_\_@usca.edu

Use this form if eligibility to receive financial aid has been suspended. You have an opportunity to appeal this decision. Carefully read and follow the instructions below to submit your appeal. Once your appeal has been reviewed by the Financial Aid Satisfactory Academic Progress (SAP) Appeals Committee, you will be notified of the decision.

 **For ALL graduate students with a GPA below 3.0**, in addition to the documentation listed below, you must also attach your Certificate of Completion for the on-line Academic Success Workshop found at <https://success.usca.edu>.

**Deadline for receipt of appeals in the Office of Financial Aid is 30 calendar days prior to the end of the semester for which aid is requested.**

Check One	Reason for Appeal	REQUIRED Supporting Documentation
	Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time	<ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Statement from the physician <u>on letterhead</u> explaining the nature and dates of the illness or injury and a release to</li> </ul>
	Death of an immediate family member	<ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Photocopy of the death certificate or obituary and <u>indicate your relationship to the deceased</u>.</li> </ul>
	Job-related Issues	<ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>A detailed explanation regarding the specific circumstances of the job-related issue (include dates and what you have done to overcome this issue).</li> <li>Supporting documentation from <u>your employer</u>, including their contact information.</li> </ul>
	Victim of a crime	<ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Copy of police reports of incident(s).</li> </ul>
	Other (please specify):	<ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance.</li> <li>Supporting documentation of special circumstance(s)</li> </ul>
	<b>For students reaching Maximum Timeframe Second-Degree, Double Major or Change of Major</b>	<ul style="list-style-type: none"> <li>Letter of appeal from student addressing academic performance. Provide details on when intending to graduate and finish degree(s).</li> </ul>

**After initial review, you may be required to submit an Academic Plan before a final decision can be made on your appeal. All decisions by the Financial Aid SAP Appeals Committee are FINAL.**

By signing this form, I certify I have read this form and the information provided.

All supporting documentation is true and accurate. Incomplete appeals (lacking supporting documentation) will NOT be reviewed. Submission of falsified documentation will result in an immediate denial of your appeal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_