

Carson-Newman University
Office of Financial Aid
Satisfactory Academic Progress Appeal Form

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Satisfactory Academic Progress (SAP) Overview

Federal regulations require that all students meet minimum qualitative (grades) and minimum quantitative (hours earned) standards of satisfactory academic progress (SAP) toward achieving a degree. SAP progress is measured at the end of each term by evaluating cumulative grade point average, credits earned in relation to attempted hours, and length of the academic program. These standards apply to your entire academic history, even if you were not a recipient of federal aid. The SAP standards are outlined under consumer information on the website, and in the Financial Aid Handbook available from www.cn.edu. Students whose aid has been cancelled may continue to enroll at Carson-Newman without financial aid, if they are eligible to re-enroll according to University policies and have made payment arrangements with Student Accounts.

SAP Appeal Process

If **extenuating circumstances** precluded you from meeting the standards, you may file an appeal. Documentation must be provided to substantiate the reason of appeal. **Unsigned Appeals, appeals without supporting documentation, and/or appeals not submitted by the deadline CANNOT be accepted. Failure to read notifications and information does not negate your responsibility.**

Deadlines- Signed form & documentation **must be received** by the Office of Financial Aid at least **one business day before the scheduled committee review dates** as follows:

Summer Enrollment	Committee review first day of 10-week summer term classes
Fall Enrollment	Committee review one week prior to first day of fall classes
Spring Enrollment	Committee review one day prior to first day of spring classes

Step 1: Statement of Appeal (to be completed by the student)

Name: _____ C-N ID #: _____ Mobile #: _____

I am appealing cancellation of my financial aid for the following reason checked below. I understand that I will be responsible for my fees should I enroll without financial aid reinstatement, and that submitting an appeal does not constitute approval. I further understand that unsigned appeals and those without supporting documentation CANNOT be accepted. Finally, I understand that if my appeal is not successful, I will only be able to regain financial aid by meeting the minimum SAP standards again.

- A. I, the student, suffered a serious injury or illness during this most recent academic year
- B. I had a death or serious injury/illness of immediate family member (mother, father, sibling, spouse, child) occur
- C. I experienced a family trauma which occurred during my most recent completed semester
- D. I had another extenuating circumstance that I can substantiate
- E. I will have a grade change that will occur before the first day of class that may result in meeting the SAP standards: This grade change will occur on: ___/___/___ - Professor _____ & Class _____

Step 2: Attach Required Supporting Documents

- If reasons A, B, C, or D are checked, I am attaching supporting documentation on professional letterhead from physicians, counselors, or police. If reason B is checked due to a death, I am attaching a copy of the obituary, and indicating how this family member was related to me.
- I am also submitting my **typed & signed personal statement** that is true and correct to the best of my knowledge, and addresses the three following questions:
 1. What extraordinary circumstances contributed to your satisfactory academic performance?
 2. How have those circumstances changed to allow you to improve your academic performance?
 3. What do you specifically plan to do differently in order to meet financial aid satisfactory academic progress?

Student Signature: _____ **Date:** _____

Step 3: Appeals Committee Review

Committee Reviews will occur approximately one week after deadline. If your appeal is not properly substantiated or is late, you will be sent a notification denying your appeal, and you will be responsible for your enrollment fees without financial aid. If your appeal is properly substantiated and approved, you may be placed on an Academic Progress Plan with the Office of Financial Aid. Your aid will not be reinstated until the plan is approved by you and our office.