

Shorter University Satisfactory Academic Progress Appeal

In order for an appeal to be considered all sections must be completed and submitted with supporting documentation.

Section 1: Student Information (type or print all information clearly)

Student Name _____ Shorter ID# _____

Shorter email _____ Daytime Phone # _____

Mailing Address _____

Status: ___ Undergraduate ___ Graduate Major _____

Expected Graduation Date _____ Academic Advisor _____

Requested aid reinstatement Semester (choose one) Fall Spring Summer Section

2: Attach a typed statement explaining your circumstances. This statement should include all relevant information regarding your situation.

Section 3: Explanation of Circumstances – check the section which best applies. (Attach required statements/documents on separate sheets.) Letters of support must be signed and on professional letterhead.

- **Medical Condition:** Attach a health care provider's written statement(s) confirming your medical condition, impact during the semester(s) when SAP failure occurred and supporting your decision to continue your enrollment. (Insurance statements and/or physician prescription pad notes are not acceptable.)
- **Birth of your Child:** Attach a copy of your child's birth certificate and a written statement(s) from a medical professional confirming the extenuating circumstances caused by the birth of your child and supporting your decision to continue your enrollment.
- **Death of a family member:** Attach a copy of the death certificate or a written statement from a pastor or funeral director confirming your relationship to the deceased, the extenuating circumstances and supporting your decision to continue your enrollment.
- **(Divorce/Separation/Adoption:** Attach supporting court document(s) and a written statement(s) from a counselor, pastor, employer, instructor, attorney, or advisor, confirming the extenuating circumstances and supporting your decision to continue your enrollment.
- **Military Service:** Attach a copy of official military orders with dates corresponding to the semester in which the SAP failure occurred.
- **Personal Difficulties:** Attach a written statement(s) from a counselor, pastor, employer, instructor, attorney, advisor, or Shorter Student Success Services office, confirming your difficulties and supporting your decision to continue your enrollment.
- **Exceeding Maximum Time Frame of Allowable Hours:** Attach a written statement from your advisor confirming your circumstances and why you have exceeded the maximum time frame.

Progress Appeal (SAP) 2016-2017

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Section 4: Plan of Action for Academic Success (Your statement must be typewritten)

Describe what has changed in your situation that will assist you in achieving academic success in the future. Detail your plan for the courses and steps you will take to ensure your success. MEET WITH YOUR ACADEMIC ADVISOR to update your Student Educational Plan. ATTACH A COPY OF YOUR STUDENT EDUCATIONAL PLAN TO YOUR APPEAL OR your Academic Advisor may sign below stating that in his or her opinion you are expected to be meeting Satisfactory Academic Standards upon completion of your Financial Aid Probationary Period.

Academic Advisor Signature _____ Date _____

Section 5: Certification Statement

I certify that all of the information I have provided is true and complete to the best of my knowledge. I understand that I cannot appeal if I have already been granted an appeal during the current academic year. I understand I will be notified of the committee's decision by my Shorter University official email, and that I must comply with the terms of the notification.

I understand that my appeal may be denied and that I should be prepared to pay for the courses in which I have enrolled or to withdraw from my courses by the last day of the drop period to avoid financial penalty

Student Signature _____ Date _____

Complete appeals submitted by the 5th of each month will receive the Appeals Committee decision by the 20th of that month. Decisions are sent to your student email address and are mailed via US Mail.

The completed form must be submitted to the Office of Financial Aid attn.: Colleen Lassiter, Director of Financial Aid. Appeals may be submitted via email to classiter@shorter.edu