

\*\*\*\*\***SAP APPEAL STEPS**\*\*\*\*\*

1. Read and complete entire appeal form. Explain each semester you were unsuccessful.
2. Turn in appeal form with applicable documentation to the Financial Aid Office.



Post Office Box 1595, Salisbury, North Carolina 28145-1595 • 704-216-RCCC (7222) • www.rccc.edu  
Concord, NC • Kannapolis, NC • Salisbury, NC

**Financial Aid Satisfactory Academic Progress (SAP) Appeal Form**

**Section A: Reason for Appeal**

My GPA is below 2.0

My completion rate is below 67%

Please indicate the semester and year you are appealing to have your financial aid reinstated:

Fall \_\_\_\_\_

Spring \_\_\_\_\_

**Section B: Student Information**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Program of Study:** \_\_\_\_\_ **Anticipated Graduation Date:** \_\_\_\_\_

1. Documentation may be required with your appeal to support your statement.

*Examples include: medical conditions that resulted in hospitalization, loss of an immediate family member, loss of home due to fire, storm or natural disaster, illness of student or immediate family member, severe emotional difficulties, death in the family, loss of employment, etc. The mitigating circumstances must occur during the term you received failing grades and/or withdrew from classes.*

- Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be approved.
- It is the responsibility of the student to successfully complete all classes for which they have enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student.

*Students on unsatisfactory status should not depend on financial aid to pay for costs of registration, but should be prepared to pay from their own resources pending the outcome of their financial aid appeal.*

**Incomplete forms will not be reviewed.**

**Suggestions on Writing Your Appeal**

Submit your appeal as soon as possible.

A reason for appealing would be an extenuating circumstance under which you had no control and which you can document. The appeal should explain in detail the reason(s) for not meeting the standards of progress.

Your statement for your appeal should consist of two parts:

1. In Part I, explain how the circumstances prevented you from meeting academic progress, indicating the problem has been resolved.
2. In Part II, clearly explain how you will be able to meet progress standards in the future.

Provide relevant dates and supporting documents from appropriate third parties, such as an academic advisor, instructor, doctor, counselor, clergy, etc.

**Section C: Appeal Categories**

**Mark the box that represents the reason for your appeal. Read and FOLLOW the instructions. You may attach copies of supporting documentation, statements, or letters to support your appeal. Include a detailed, written explanation stating the circumstances of your appeal**

**You must complete this section. This is part of your appeal request. Please check the appropriate box and provide the requested information in your statement.**

**Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.**



