

# Financial Aid Office Satisfactory Academic Progress Appeal Form

The Financial Aid Office at Morris College has established an appeal process for students whose aid has been suspended due to the failure to meet Federal Financial Aid Satisfactory Academic Progress requirements. Reasons for a review of your record must include extenuating circumstances such as: medical issues, employment status changes, homelessness or death of an immediate family member. **Submitting an appeal does not guarantee approval.** If your appeal is denied, you will be ineligible for financial aid and are fully responsible for your Morris charges.

## THE DECISION OF THE APPEAL COMMITTEE IS FINAL!

### Section A: Student Information

PRINT: Last Name	First Name	M.I.	Student ID Number	
Street Address		City	State	Zip
Phone Number	Cell Phone (if applicable)		Semester requesting reinstatement	

### Section B: Minimum Criteria

To ensure prompt processing of your appeal the following criteria **MUST BE MET** before submitting your appeal:

1. Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
2. Satisfy all financial aid verification requirements if required
3. Not be in default on any prior federal student loans
4. Official transcripts from all colleges attended must be on file with records office (required).  
Missing transcripts will delay the processing of your appeal.

Eligible students may appeal their denial status by submitting a **typed** request to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the exceptional/unforeseen circumstances which existed as well as any documentation that may support the appeal.

Appeals will be considered for eligible applicants only if all of the following criteria exist:

1. There are exceptional/unforeseen circumstances that existed preventing the student from meeting the standard(s); AND
2. The student can realistically meet satisfactory academic progress requirements within a reasonable time frame.
3. Official Transcripts from all colleges attended.

Appeals received after the listed dates will not be considered until the next semester

**Fall Semester Due by the end of Late Registration**  
**Spring Semester Due by the end of Late Registration**

### Section C: Instructions

On a separate sheet of paper **(typed)** please explain in detail the exceptional/unforeseen circumstances that occurred and:

1. Why you failed to meet Satisfactory Academic Progress requirements. Be specific as to what factors caused your academic difficulties.
2. How you plan to improve your academic performance. Outline the changes you have made in your personal, social or economic situation that will allow you to improve your academic success.
3. Attach any documentation to support your particular situation. (i.e. medical bills, letter from doctor, obituary, etc.)
4. Submit official transcripts from all previous schools attended if you are a re-admit.
5. Sign and attach this form to your typed statement and documentation and return it to:  
Morris College Appeals Committee; 100 W.  
College Street: Sumter, SC 29150.

### Section D: Conditions

1. Probation Conditions on Appeal:  
A student will be placed on probation for one term of enrollment upon approval of appeal. A contract will outline conditions of probation. Students will be limited to a maximum number of classes during the probationary period. Maximum course load will be based upon enrollment periods for all colleges attended and other determining factors that will enhance overall student success. Students must complete all courses attempted during the probationary period with passing grades and a 2.0 term GPA must be maintained. Probation contracts must be signed and returned to the financial aid office prior to any financial aid disbursements.

### Section E: Appeal Review

Decisions will be communicated to the student by email or letter to the address on file.

By signing this form, I certify that I have read and understand the appeal review process and that the information and documents provided is true and accurate.

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

## Extenuating Circumstances and Supporting Documentation for a SAP Appeal

For SAP appeals, students are required to provide extenuating circumstances with supporting documentation. The appeal must also explain how the circumstances have been resolved, and will no longer hinder academic performance moving forward. Extenuating circumstances are considered unforeseen situations or events beyond the student's control which directly impacted academic performance.

Students should not create documentation themselves. Acceptable documentation will be on official letterhead, and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, daycare providers, state/government agencies, etc.

Below is a list of possible circumstances and the suggested supporting documentation. Please note, the following list is not exhaustive. Providing an extenuating circumstance with supporting documentation from the list below does not guarantee an approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

POSSIBLE CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Learning disability	Individualized Education Program (IEP), DAC
Babysitter/daycare issues	Daycare provider letter
Change in economic situation	Unemployment statement, proof of funding stoppage
Imposed residential changes	Eviction notice, legal papers
Imposed employment changes	Statement from employer
Improper grading practices	Hearing documents, communication from instructor
Unjust arrest or incarceration	Court documents
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents
Physical and emotional stress	Documentation from medical professional
Ward of state/foster care issues	Municipal documents