

Student's Full Name: _____ ID #: _____

Anticipated Graduation Date: _____ / _____ Academic Year Requesting Reinstatement: _____

Select the term for which you are requesting reinstatement: Fall Spring Summer (May, Sum I & Sum II)

SECTION A: If your failure to maintain satisfactory academic progress was a result of GPA, completion rate or failure to meet previously assigned stipulations, **AND** was directly impacted by mitigating circumstances, you may appeal the denial of your federal financial aid by submitting the following **required** documentation (**incomplete appeals will be denied**):

- Part 1: Letter of Explanation-** Along with this form, submit a typed letter of explanation detailing the mitigating circumstance(s) that prevented you from maintaining satisfactory academic progress. Your letter must include how the circumstance prevented you from meeting satisfactory academic progress during the timeframe you failed standards **and** how your situation has changed and will no longer affect your academic performance.
- Part 2: Supporting Documentation-** Select your mitigating circumstance below that contributed to your failure to maintain satisfactory academic progress **AND** submit the appropriate supporting documentation.
 - Medical:** Attach documentation from a medical professional from whom you have received advice or treatment.
 - Death/Illness:** If the death or illness of an immediate family member contributed to your lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.
 - Other Circumstances:** Submit official documentation applicable for your specific circumstance (not listed above).
- Part 3: My Progress -** If you have **attempted** more than 130 cumulative credit hours (including transfer work), submit your "My Progress" detail from Self-Service **with written graduation date signed** by your academic advisor.

Appeals submitted after the midpoint in the term cannot be guaranteed for committee review. If you are submitting your appeal, or additional documentation for an incomplete appeal, after the midpoint in the term, you must also submit the following:

- Part 4: Interim Grades** –Submit either copies of your interim grades for the current term **or** documentation from each professor clarifying your current status in each course.

SECTION B: If your failure to maintain satisfactory academic progress was due to maximum timeframe requirements only, submit the following required documentation to appeal for federal aid eligibility (**incomplete appeals will be denied**):

- Part 1: Letter of Explanation -** Provide a typed letter detailing the reason(s) why you have attempted over 165 undergraduate hours (including transfer work) **and** your plan for graduation. If you are a graduate student, explain why you have not completed your degree program within six years and provide your plan for graduation.
- Part 2: My Progress -** Submit a copy of your "My Progress" detail from Self-Service **with written graduation date signed** by your academic advisor.

Appeals submitted after the midpoint in the term cannot be guaranteed for committee review. If you are submitting your appeal, or additional documentation for an incomplete appeal, after the midpoint in the term, you must also submit the following:

- Part 3: Interim Grades** – Submit either copies of your interim grades for the current term **or** documentation from each professor clarifying your current status in each course.

Student Certification: I certify the information provided within my appeal is complete and accurate. I understand the committee may request additional documentation. I understand that submission of an appeal does not guarantee approval. If approved, I understand that I must adhere to the stipulations given to me for continued financial aid eligibility. **I understand that incomplete appeals will be denied and acknowledge all deadlines.** I understand that I am responsible for payment on my account if my appeal is received after the deadline or if my appeal is denied. I understand the decision of the Satisfactory Academic Progress Review Committee is subject to federal and institutional policies and is final.

Signature _____ Date _____

Visit www.coastal.edu/financialaid for more information on CCU's Satisfactory Academic Progress Policy and appeal deadlines.

Appeals will not be reviewed after the term is over.

Coastal Carolina University complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibit discrimination on the basis of sex in all programs and activities receiving federal financial assistance. In the event that the information you share in this appeal process is subject to a Title IX violation, it is mandated that any Coastal Carolina University employee must report that disclosure to the University's Title IX Coordinator.

*****Monitor your CCU email for appeal status updates and missing information regularly*****