Graduate Student Satisfactory Academic Progress Appeal Cover Form

Student’s Last Name  First  MI  Clemson ID

Email Address  Appeal Term (Fall, Spring, or Summer)

Students who fail to meet the University’s published Satisfactory Academic Progress (SAP) standards are not eligible for federal financial aid funds until they make up the deficits that caused loss of eligibility. Under certain conditions, students with special circumstances may file an appeal. Please note that financial need is not considered a mitigating circumstance.

For information on Clemson University’s Non-Discrimination Policy, please visit www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html.

Appeal Process

1. Graduate students who have exceeded the maximum time frame of 108 credit hours must submit a completed copy of this form and the Graduate Satisfactory Academic Progress Maximum Timeframe Form (see page 3).

2. Graduate students who have a cumulative GPA below 3.0 must submit a completed copy of this form and a letter indicating the reasons why your appeal should be approved. In your letter, specifically answer the following questions:
   • What happened in past semesters that kept you from maintaining satisfactory academic progress?
   • What has changed between then and now?
   • What is your plan to improve in the future?

See next page for required supporting documentation. If possible, include documents that support your answers to each of the above questions. If your documents are not included in your original submission, this could cause significant delay; until the appeal is complete, it will not be considered.

Please keep in mind that appeals take up to several weeks to review.

Your letter will be treated with confidentiality. Sign and date the certification below.

I understand that simply filing an appeal does not guarantee renewed financial aid eligibility. I understand that during peak periods, it may take the Office of Student Financial Aid several weeks to review my appeal and that my appeal may not be considered until after classes begin and Drop/Add ends. I understand that I am solely responsible for any University bills that are issued before or during the process of appealing for aid, and that I may be dropped from my classes if I fail to pay a bill or fail to make satisfactory payment arrangements. I understand that my financial needs do not entitle me to an expedited appeal and that I may have to make decisions about enrollment without knowledge of the results of my appeal.

Student’s Signature  __________________________  Date  __________

Clemson University Office of Student Financial Aid
G01 Sikes Hall Clemson, SC 29634-5123
Fax 864-656-1831 Email: finaid@clemson.edu
SAP CHECKLIST

Note: Appeals are not automatically approved for any of the below reasons. Appeals are reviewed on a case by case basis, and the circumstances documented, the student’s academic history, and the student’s plan for improvement are all considered.

Academic Improvement

- If you attended a different institution, submit an unofficial transcript
  - Note that to transfer classes for Clemson credit, you will need to submit an official transcript to Academic Records.
- If you are receiving academic assistance, submit statement from liaison/coach/tutor/advisor/mentor
  (This documentation must come on official letterhead or from a professional e-mail. Must include dates.)

Change in Employment

- Documentation from employer that states last date worked; OR that you have left your job; OR how they are working around your academic schedule (Must be on company letterhead)

Death of Family Member/Close Friend

- Copy of obituary or death certificate (Emailed links to online obituaries are accepted.)

Maximum Hours for Degree Completion

- Submit an academic plan of work and anticipated graduation date signed by adviser
  (Undergraduate students only)
- Complete the “Satisfactory Academic Progress Maximum Timeframe” form with your faculty advisor (Graduate students only)

Medical (self)

- Documentation from medical professional/caregiver
- Dates and confirmation you have been/are being seen

Medical (family member)

- Documentation from medical professional/caregiver (For privacy, please delete or blackout all personally identifying information except for names.)
- Dates and confirmation family member has been/is being seen

Military

- Military Service Records/DD214 (when applicable)

Other Circumstances

- Relevant documentation specific to your extenuating circumstance
- Documentation supporting that your circumstances have either been resolved or are being managed
Graduate Student Satisfactory Academic Progress Maximum Timeframe Form

Federal regulations require students to make progress toward completing their degree within certain time constraints to remain eligible for financial aid. This form may be required each term until you complete your degree.

I, _____________________________________, am a student in the__________________________________ Master/PhD program. I certify that I am progressing through my program at a rate which is satisfactory to my Faculty Advisor and the Program Chair. I will not exceed the maximum time frame allowed for a Master/PhD program. My estimated graduation date is_________________________.

Student’s Signature____________________________________________  Date_______________________

Clemson ID number_____________________________________________

Faculty Advisor’s Signature______________________________________  Date_______________________

Faculty Advisor’s email address____________________________________