

**INSTRUCTIONS FOR SATISFACTORY ACADEMIC PROGRESS APPEAL
USC UPSTATE FINANCIAL AID OFFICE**

Health Education Complex, Suite 2081
800 University Way
Spartanburg, SC 29303

Phone 864-503-5340

Email: finaid@uscupstate.edu

Fax 864-503-5974

NAME: _____ VIP ID: _____

LOCAL ADDRESS: _____

LOCAL TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

It has been determined that you are ineligible to receive financial aid due to the fact that you did not meet the requirements for Satisfactory Academic Progress. Any student whose eligibility for financial aid (scholarships, grants, loans, assistantships, or work-study) has been terminated for academic reasons may appeal that decision by following the procedures explained below.

You must be able to present specific reasons why you should be granted an exception to university policy. Your appeal and all supporting documents will be used to evaluate your situation. Other factors which will influence the decision are your past academic performance, number of attempted hours earned, your cumulative grade point average, and your potential to complete your educational program within a reasonable period of time.

Return the appeal form with all supplemental information and supporting documentation to the address at the top of this form. Upon receipt of a **complete** appeal form and all required documentation, your appeal will be reviewed. **Appeals missing required information or documentation will be returned upon receipt.** You will be notified in writing of the results of your appeal. Correspondence will be sent to the address listed above. If you have questions, contact the Financial Aid Office at 864-503-5340 or email us at finaid@uscupstate.edu.

1. If you have transfer credits, which you completed within the last 12 months, list the colleges and date of attendance below.

2. You are required to prepare an **Academic Plan** with your Academic Advisor, for completion of degree requirements. The academic plan must detail all of your courses on a semester-by-semester basis with projected GPA, and also include your anticipated graduation date. **Have your academic advisor sign the Academic Plan and attach it to this form.**
3. You must include a **letter of explanation** for requesting an appeal and be sure to describe any circumstances which contributed to your inability to meet USC Upstate standards in detail and include your plans to ensure how you will meet these standards in the future. Your explanation may be neatly written or typed and should be attached to this form with supporting documentation. Acceptable **supporting documentation** may include but is not limited to a physician's statement, employment schedule, or verification of academic performance from an academic advisor or faculty member and **your signature is required.**

Fall semester appeals received by the Financial Aid Office by **August 1** will be reviewed and decisions rendered prior to fall semester fee payment. Spring semester appeals received by the Financial Aid office by **December 1** will be reviewed and decisions rendered prior to spring fee payment. **No class schedules will be held pending appeal decisions.** Complete appeals received after these dates will be reviewed and decisions rendered immediately following fee payment periods each semester. **You will be responsible for making fee payment arrangements with the USC Upstate Cashiers Office until your appeal is reviewed and a decision rendered. If your appeal is not approved, you are liable for all University fees.**