Satisfactory Academic Progress Appeal Form  
(Graduate and Professional)

Student’s Name (Last, First, Middle Initial)  
USC ID  
VIP ID

Address  
City, State  
Zip Code

Home Phone Number (Area Code First)  
Cell Phone Number (Area Code First)

It has been determined that you are ineligible to receive financial aid because you did not meet the University’s requirements for Satisfactory Academic Progress (SAP). You may continue to attend classes at your own expense, or you may appeal to the Office of Student Financial Aid and Scholarships if you have mitigating circumstances. Examples of these circumstances include, but are not limited to, illness, death in the family, working on a second degree, or military service.

If you wish to appeal, please follow the instructions below:

1. Indicate the type of appeal you are submitting (check all that apply):
   - Maximum Timeframe – Explain why you have exceeded the number of credit hours required for graduation from your program of study.
   - Minimum GPA – Explain why you do not have the minimum cumulative GPA required by your program.
   - Completion Rate (Pace) – Explain why you were unable to complete at least 67% of all hours attempted at USC and/or other institutions.
     - If your completion rate is below 65%, you are required to complete a SAP Plan Contract. Contact the SAP Unit of the Office of Student Financial Aid and Scholarships to complete this contract.

2. Submit a Letter of Explanation:
   Submit a signed (handwritten signature) letter of explanation according to the instructions for each reason you checked. Your explanation must include: 1) the nature of the problem, 2) the date the problem occurred, 3) how the problem affected your academic performance during the time period you failed to meet SAP at USC, and 4) steps you have taken to prevent the problem from occurring again.

3. Submit Supporting Documentation:
   Submit a signed (handwritten signature) letter of support from your advisor on departmental letterhead. This letter should verify the nature of your problem and the requirements that have been set by your department to resolve your SAP issue(s).
   - If you have exceeded your timeframe, your advisor’s statement must also include the classes and the number of credit hours needed to complete your degree.
ACKNOWLEDGEMENT AND UNDERSTANDING:

Initials
I understand submission of this appeal is only a request and does not guarantee financial aid eligibility reinstatement.

Initials
I understand I am currently not eligible for financial aid and I am responsible for all University charges.

Initials
I understand that if my appeal is approved, I must follow the conditions that are established.

Initials
I understand that I cannot re-appeal for the same circumstance if I fail to meet the conditions of my appeal.

Initials
I understand that my appeal will not be processed until all documentation has been submitted, and review could take up to 14 business days.

SUBMISSION DEADLINES:

FALL 2017
July 17, 2017- Priority Deadline: If you submit your complete appeal by this date, your appeal will be processed by the fall fee payment deadline. Appeals received after November 20 will not be reviewed for Fall 2017.

SPRING 2018
November 13, 2017- Priority Deadline: If you submit your complete appeal by this date, your appeal will be processed by the spring fee payment deadline. Appeals received after April 10 will not be reviewed for Spring 2018.

SUMMER 2018
May 19, 2018- Any appeals received after this date will not be reviewed for Summer 2018.

By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information on and submitted with my appeal is true and correct. I will provide additional information if requested by the Office of Student Financial Aid and Scholarships.

Student Signature: ___________________________ Date: _______________________

Review: All appeals MUST include the following:

1. Appeal Form
2. Signed (Handwritten Signature) Letter of Explanation
3. Required Supporting Documentation