

USC Office of Financial Aid & Scholarships
1714 College Street
Columbia SC 29208
Telephone Number: (803) 777-8134
Fax: (803) 777-0941

Satisfactory Academic Progress Appeal Form

Student's Name: _____ SSN: XXX-XX _____

Address: _____

Telephone Number _____ (where you can best be reached during business hours)

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. Because you are ineligible, 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 could include but are not limited to illness, accident, death in the family, prior degree, or military service. If you wish to appeal, please follow the instructions below.

1. LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:

You must provide a signed letter of explanation detailing the date the problem occurred, the nature of the problem, how your studies were affected, and how the problem was resolved.

2. REQUIRED SUPPORTING DOCUMENTATION:

- If you have incurred deficit hours and/or have a GPA that is below 2.00, a letter of support is required from someone who knows of your situation.
- If your GPA is below a 2.0 you must also include an Academic Plan from the Academic Centers for Excellence (ACE). To create the Academic Plan for your Satisfactory Academic Appeal, visit the Academic Centers for Excellence at www.sc.edu/ACE/SAP.html.
- If you have exceeded your time limit, it is required that you provide an advisor's statement giving the month and year of your expected graduation date written on departmental letterhead.

Additional documentation could include:

Statement from a health care professional
Military documentation
Legal documentation

Review: All appeals MUST include the following:

1. Signed letter of explanation
2. Required supporting documents
3. Appeal Form

Please do not submit your appeal until you have been fully readmitted to USC- Columbia. If you are unsure of your admission status, please contact the Office of Undergraduate Admissions or The Graduate School.