



# HIGH POINT UNIVERSITY

Office of Student Financial Planning

Drawer #49

One University Parkway

High Point, NC 27268

(336) 841-9124

FAX: (336) 841-4649

## Satisfactory Academic Progress Appeal Request

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Federal regulations require that colleges/universities monitor the academic progress of each applicant for federal financial assistance and certify that the applicant is making satisfactory academic progress toward earning his/her degree. Evaluation of each applicant's progress is completed at the end of each Spring semester before federal aid funds can be awarded and disbursed for any future semester.

High Point University's Satisfactory Academic Progress Policy can be found on the HPU website or by contacting the Office of Student Financial Planning. Student's not meeting these published standards will not be eligible to receive aid from any federal, state, or institutional need-based aid programs. Institutional merit and fine arts scholarships carry their own GPA requirements as described within the original scholarship letter the student received upon matriculation.

### ***Right to Appeal:***

You have the right to appeal any decision of ineligibility to receive financial aid based on academic performance. Your appeal must be made in writing to the Satisfactory Academic Progress Appeals Committee. Please note that an appeal based on your need for assistance or your lack of knowledge of the academic progress requirements to remain in good standing is not a valid justification for an appeal and will not be approved. An appeal should be based on some unusual situation or condition that prevented you from passing a sufficient number of courses attempted or maintaining the required GPA.

Another factor affecting a successful appeal is the ability to regain your eligibility in meeting the minimum standards of academic progress within one semester. An appeal cannot be approved for longer than one semester. If a student is granted one probationary semester of eligibility, he/she must meet the minimum required standards within that probationary semester. If the student is still deficit after the probationary semester, no further appeals can be considered and the student will no longer be eligible for financial assistance from the University.

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

Complete this form and attach the following documentation:

- 1. Letter of explanation for requesting an Appeal:** You must provide a signed letter of explanation detailing the issues that affected your studies and successful completion of the courses attempted, and how these issues have been resolved.
- 2. Required supporting documentation:**
  - If you or your immediate family member experienced a serious injury or illness, please attach a statement from your physician.
  - If you experienced the death of immediate family member, please attach statement from physician or other suitable documentation of this unfortunate situation.
  - If you experienced other circumstances beyond your control, please attach documentation that supports the situation.

**PLEASE NOTE:** All appeals must include:

1. This Appeals Form
2. Signed letter of explanation
3. Any relevant supporting documentation

**The Satisfactory Academic Progress Committee will review your appeal and all supportive documentation and respond with its decision within 10 working days.**

**If you feel that you would not be able to reach the minimum standards of academic progress within one semester, you would need to pursue the submission of an *Academic Plan For Improvement*. Additional information concerning this process can be found within the Satisfactory Academic Progress Policy.**

**STUDENT CERTIFICATION:** I certify that I have read High Point University's Satisfactory Academic Progress Policy guidelines applicable to my academic standing:

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Student Signature

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Date

Submit this form to the Office of Student Financial Planning:  
 High Point University  
 Drawer #49  
 One University Parkway  
 High Point, NC 27268

or [finplan@highpoint.edu](mailto:finplan@highpoint.edu)