North Carolina Central University
Academic Appeal and Financial Aid Appeal Form
Summer 2014 or Fall/Spring 2014-2015

Student Information:

Full Name: _____ Student ID#: _____

Mailing Address: _____

Telephone: _____Email: _____ Major:_____

Semester you wish to return (circle only one): Fall Spring Summer Year: _____

Classification: ___FR/SO (0-63 hours) ___JR/SR/Second Degree/Licensure (64 or more) __Graduate/Professional (financial aid only)

I am submitting an appeal for the following reasons (check all that apply):

_____Reinstatement after Academic Dismissal **[Academic Progression Appeal] – Submit to the Dean of your School/College.**
_____Reinstatement of Financial Aid **[Financial Aid Appeal] – Submit to the Office of Scholarships and Student Aid.**

General Appeal Instructions:

In addition to this Academic Appeal & Financial Aid Appeal Form, students must submit ALL of the following documents:

1. **LETTER OF EXPLANATION**: Type a clear and concise letter describing the extenuating circumstances that were detrimental to your academic performance during the last term that you were enrolled as well as any prior semesters in which you failed to achieve satisfactory academic performance. Explain how your academic performance was affected by the extenuating circumstances. Clarify in your appeal how these events/circumstances have now been resolved or are being managed. Also detail your Plan for Academic Success—the on and/or off-campus resources you will utilize in the upcoming term to ensure your ability to achieve satisfactory academic performance.

2. **OFFICIAL DOCUMENTATION:** Include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. For examples of suggested documentation, view the additional information provided below.

3. **GRADUATION PLAN (FOR JUNIORS AND SENIORS ONLY):** If you are a junior or senior (having earned 64 or more credit hours), submit a Graduation Plan that includes a semester-by-semester outline of all the courses you still need to complete for graduation and which semester each course will be taken. The graduation plan must be approved and signed by your academic advisor or faculty advisor within your major.

You must submit a copy of this completed appeal form, explanation letter, documentation, and graduation plan (if applicable) to the Department Chairperson of your School or College and/or the Office of Scholarships and Student Aid.

Examples of Appropriate Cause and Suggested Documentation:

Academic Appeals and Financial Aid Appeals submitted for review must include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. Extenuating circumstances and the suggested documentation that may merit an approved appeal include, but are not limited to, the following:

EXTENUATING CIRCUMSTANCE	SUGGESTED DOCUMENTATION
Medical/Psychological Circumstances	• Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Personal/Family Emergency	• Medical documentation or statement from physician on letterhead including dates of service • Notarized statement from parent or family member
Death of a Family Member	• Copy of an obituary, funeral program, or certified death certificate • Statement of the relationship between the student and the deceased to accompany the obituary or funeral program
Domestic Violence/Sexual Assault	• Copy of police report or court/legal documents • Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University
Serious Car Accident	• Copy of police report • Medical documentation or statement from physician on letterhead including dates of service • Documentation from repair company indicating seriousness of accident
Changes in Employment/ Unexpected Financial Difficulty	• Statement from Employer indicating employment change/termination • Financial/Bank statements
Military Service/Deployment	• Military orders showing dates of deployment, training, or service
OTHER CIRCUMSTANCE	**SUGGESTED DOCUMENTATION**
Reinstatement/Made up Deficit Hours	• Official academic transcript review and posting of transfer hours by the NCCU Registrar's Office (refer to Additional Information Regarding Financial Aid Appeals, on back of form)
Unusual Enrollment History	• Documentation of academic or personal reasons which may explain the failure to earn credits

Additional Information Regarding Financial Aid and Financial Aid Appeals:
Students who have failed to meet the standards of the Satisfactory Academic Progress (SAP) policy will be notified via their NCCU email by the Office of Scholarships and Student Aid. Upon notification, students may re-establish their financial aid eligibility at NCCU in one of the following ways:

1. A student can submit a Financial Aid Appeal with documentation of extenuating circumstances if a student experienced extenuating circumstances beyond his or her control that were detrimental to academic performance and the student's ability to comply with the standards of the SAP policy, and those circumstances are now resolved or are being managed.

2. A student can submit a Financial Aid Appeal with documentation that they earned the number of credit hours for which they are deficient and/or documentation that they have improved their GPA without financial aid. AP credits and CLEP courses **do not count** as hours towards making up credit hour deficiencies. **These hours may be earned at NCCU or they may be earned at another institution and transferred to NCCU for any term after the deficiency occurs.** Students should complete the transfer credit approval form to ensure that courses taken at another institution will be accepted at NCCU.

3. Financial Aid Progression Plan – undergraduate students approved must successfully complete 67% of attempted hours for the approved semester and earn a 2.0 semester GPA; graduate students approved must successfully complete 75% of attempted hours for the approved semester and earn a 3.0 semester GPA; professional students approved must successfully complete 75% of attempted hours for the approved semester and earn a 2.0 semester GPA. Approval is granted for one semester, although the award notification may reflect fall, spring and/or summer. Students who fail to meet the minimum academic standards reflected above financial aid will be canceled. *You must complete a Financial Aid Progression Plan along with the appeal form.*

Students should be prepared to pay all charges owed to the University until a decision is made on the Financial Aid Appeal and financial aid may be awarded. If your Financial Aid Appeal is approved, you are not guaranteed replacement of any previously awarded financial aid package.

Additional Information Regarding Academic Progression Dismissal and Academic Appeals:
Only one Academic Progression Appeal will be permitted. If an Academic Progression Appeal is approved and the readmitted student fails to achieve the required 2.0 cumulative GPA at the end of the term of readmission, the student will be dismissed from NCCU with no further appeals permitted. If an Academic Progression Appeal is not approved, students may apply to return to NCCU upon completion of an Associate's degree from a community college, or after a period of five years away from the University. After a five year absence, students may qualify for Academic Forgiveness. Students must complete a Readmission Application via the Office of the Registrar.

For further information regarding Academic Progression Appeals please contact the office of the Dean of your School or College, or the Office of Scholarships and Student Aid regarding Financial Aid Appeals.

Students will be notified of the decision regarding their Academic Progression and/or Financial Aid Appeals via their NCCU email. All decisions are FINAL.

By signing this form I certify that all information and documentation is authentic and accurate. When requesting both an Academic Appeal and a Financial Aid Appeal, I understand that decisions for each appeal request are independently made by two separate offices and that approval of an Academic Appeal does not guarantee approval of a Financial Aid Appeal. Additionally, I understand that each reserves the right to request additional documentation before rendering a final decision and that a Financial Aid Appeal will not be reviewed until a decision is made for an Academic Appeal.

Student's Signature_____Date_____

Office Use Only:

_____ APPROVED _____ DENIED _____INCOMPLETE

_____ _____
Department Chairperson Signature Date

_____ _____
Office of the Dean, or Scholarship and Student Aid Designee Signature Date

NORTH CAROLINA CENTRAL UNIVERSITY
Scholarship and Student Aid Office
Financial Aid Progression Plan (FAPP)

____Summer 2014 ____Fall 2014 ____Spring 2015

Select 1: ☐ Undergraduate ☐ Graduate/Professional

Note: All ineligible students must complete a Financial Aid Progression Plan. However, only those with an approved SAP Appeal Form will be required to comply with the terms and conditions of the FAPP. For denied appeals, students are considered cash paying.

I , _____ , agree to the following terms and conditions of the Financial Aid Progression Plan in order to receive financial aid at North Carolina Central University.

FINANCIAL AID PROGRESSION PLAN – UNDERGRADUATE

- **I must complete 67% of my attempted hours for this semester.**
- **I must earn a semester GPA of 2.0 or better.**

FINANCIAL AID PROGRESSION PLAN – GRADUATE/PROFESSIONAL

- **I must complete 75% of my attempted hours for this semester.**
- **I must earn a semester GPA of 3.0 or better.**
- **I must earn a semester GPA of 2.0 or better** *(for Law students only)*

TERMS & CONDITIONS

- **I am only approved to receive financial aid for one semester at a time although the aid on my award letter may reflect Summer, Fall and/or Spring.**
- **My Financial Aid Progression Plan will be reviewed at the end of each semester.**
- **I must successfully complete my Financial Aid Progression Plan to remain eligible for financial aid.**
- **Failure to complete my Financial Aid Progression Plan will render me ineligible to receive Financial Aid for the next semester**
- **I understand that I am responsible for paying my tuition in full and on time, regardless of my financial aid status or the status of my appeal. I understand failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped.**
- **I understand that if my appeal is denied, I am considered a cash paying student and that my submission of an appeal does not guarantee that my federal student aid eligibility will be reinstated.**

Student's Name:_____

Signature:_____ **Date:**_____

ENTER YOUR 9-DIGIT NCCU ID