



Financial Planning Office
580 East Main Street
Spartanburg, S.C. 29302-1931
direct 864.596.9019
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www.converse.edu
Financial.Planning@converse.edu

Satisfactory Academic Progress (SAP) Appeal Instructions

Last Name

First Name

ID or SSN

Follow the instructions for the section in your notification letter and review the College's satisfactory academic policy (SAP). The Converse College Financial Aid Appeals Committee relies specifically on your submitted information to make a final decision. Emails and faxes will not be accepted.

SECTION A: Suspension for Failing to Meet Completion Rate and/or GPA Minimum Requirements

To reestablish eligibility, you must submit and have an approved appeal **after** completing a semester at Converse without assistance from a federal aid program and S.C. Tuition Grant. During the semester you attend without this assistance, you must take at least 6 credit hours, complete 100% of the attempted hours (no F's, W's or Incompletes) and have at least a 2.0 semester GPA (undergraduate) or have at least a 3.0 semester GPA (graduate).

Exceptions to this policy will only be allowed if you encountered some type of extenuating circumstance that hindered you from meeting the stipulations. Extenuating circumstances must be documented. Examples of acceptable extenuating circumstances include: prolonged hospitalization, death in the family, change in work hours that conflicted with your class schedule (after the term started) or other extenuating circumstances directly affecting academic performance. Extenuating circumstances do not include being a single parent or working full-time while attending school.

1. Provide a **typed and signed** letter addressed to the Financial Aid Appeals Committee describing in detail the circumstances that prevented you from meeting the SAP requirements. Explain how the circumstances affected you academically, how you have resolved your issues and how you will now be able to meet satisfactory academic progress requirements in future terms.

____ Check here if you successfully completed a semester at Converse with at least 6 credit hours, 100% completion rate (no F's, W's or Incompletes) and a minimum 2.0 semester GPA (undergraduate) or 3.0 semester GPA (graduate).

____ Check here if you encountered some type of extenuating circumstance. Documentation to support the extenuating circumstances must also be attached.

2. Attach an academic plan signed by the Director of Student Success (for undergraduate students) or the Dean of Graduate Studies (for graduate students) detailing the requirements you must meet to ensure SAP standards are met by a specific time or to ensure you graduate.

SECTION B: Suspension for Attempting the Maximum Credit Hours or Failing to Meet Probationary Stipulations

1. Provide a **typed and signed** letter addressed to the Financial Aid Appeals Committee describing in detail the circumstances that prevented you from meeting the SAP requirements. Explain how the circumstances affected you academically, how you have resolved your issues and how you will now be able to meet satisfactory academic progress requirements in future terms. If suspension is for attempting the maximum number of hours, explain why you have attempted more hours than is required for your program. If you previously earned a degree at Converse, explain how the new degree will benefit you professionally.
2. Attach an academic plan signed by the Director of Student Success (for undergraduate students) or the Dean of Graduate Studies (for graduate students) detailing the requirements you must meet to ensure SAP standards are met by a specific time or to ensure you graduate. The academic plan must include the remaining classes needed to graduate and an anticipated graduation date.

I have reviewed the satisfactory academic policy (SAP). I am providing complete accurate appeal information and attaching all documentation specific to my appeal.

Signature

Date

INCOMPLETE APPEALS WILL NOT BE ACCEPTED



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Satisfactory Academic Progress (SAP) Academic Plan

1. I have reviewed my program evaluation and understand the requirements I must meet to graduate from my program of study. I acknowledge that I should ask my academic advisor any questions about graduation requirements.
2. I understand that while I am on financial aid probation, I must meet the following stipulations:
 - A. Enroll in at least 6 credit hours per semester, and
 - B. Complete 100% of the credit hours attempted (withdrawals, incomplete grades and failures do not meet this requirement), and
 - C. Achieve a semester GPA of at least 2.0 (if undergraduate) or 3.0 (if graduate), and
 - D. Follow my academic plan.
3. I understand that if I continue to meet these stipulations, I will eventually be meeting the SAP policy overall, may be taken off of financial aid probation and can complete my program of study within the maximum time period allowed.
4. I understand that if I fail to meet any of the stipulations, I will be suspended from receiving any financial assistance. I also acknowledge that an additional appeal will only be allowed for documented extenuating circumstances that occur during the probationary period such as prolonged hospitalization, death in the family, a change in work hours that conflict with the class schedule or other extenuating circumstances directly affecting academic performance. I acknowledge that extenuating circumstances do not include being a single parent or working full-time while attending school.
5. I understand that I should discuss my options with a financial aid counselor prior to dropping or withdrawing from any course(s).

I acknowledge that I have read and understand each item on this academic plan and that I am advised to keep a copy of this academic plan for my records.

Printed Name

SSN or ID

Signature

Date