

Office of Registrar
3rd floor Lilly Building
1200 Murchison Road
Fayetteville, NC 28301
appeals@uncfsu.edu



Financial Aid
1st floor Lilly Building
1200 Murchison Road
Fayetteville, NC 28301
finaid@uncfsu.edu

Letter of Appeal

Name: _____ Banner ID: _____

Phone: _____ Email: _____

Last Term Enrolled: _____ Term you wish to enroll: _____

Level: Undergraduate__ Graduate__ Overall GPA: ____

Overall earned hours: ____ / Overall attempted hours: ____ = ____ X 100 = ____ (SAP)

Are you requesting Financial Aid? ___ Yes / ___ No

Check all that applies:

- Academic Suspension SAP (Satisfactory Academic Progress below 67%)
 Academic Fresh Start (*optional*) Excessive Hours **additional form required** (Financial Aid Excessive Hours Review)

Academic Appeal Process

In addition to the Academic Appeal Form, **students must submit ALL of the required documents:**

- 1) **Unusual Circumstance Statement:** Type a brief letter explaining what prevented you from achieving satisfactory academic progression in your previous enrollment. Clarify how these circumstances have now been resolved or being managed.
- 2) **Verifiable Documentation:** Include all necessary documentation to support the existence of and evidence that the circumstances has been resolved or managed.
- 3) **Submit a signed Academic plan (Degree Evaluation):** by your Professional Advisor.
- 4) **Submit GPA Calculator** screen shot to show grades needed for progression in your 1st semester reinstated. Located at <http://www.uncfsu.edu/registrar/students/gpa-calculator>.
- 5) **For Excessive Hours Only** submit a Financial Aid Excessive Hours Review form located at <http://finaid.uncfsu.edu/Documents/finaid/1718/Financial%20Aid%20Excessive%20Hours%20%20FSU.pdf>

Email all documents to appeals@uncfsu.edu or fax (910) 672-1599.

Signature: _____ Date: _____

*I certify my signature indicates, I have read and understand all information. Additionally, I understand the committee reserves the right to request additional documentation before rendering a final decision. Deadlines are posted at <http://www.uncfsu.edu/registrar/academic-appeals>. If the Letter of Appeal is received after the deadline, my appeal may **not** be reviewed.*

FOR OFFICE USE ONLY	
Date reviewed by committee:	_____
Signature:	_____
Academic:	____Approve ____Disapprove
Academic Fresh Start:	____Approve ____Disapprove
Excessive Hours	____Approve ____Disapprove
Financial Aid:	____Approve ____Disapprove

Additional Information Regarding Academic and Financial Aid Appeals

Academic Suspension:

If a student's GPA is below 2.0 at the end of the spring semester, the student will be placed on academic suspension and the student must successfully appeal for continued enrollment and financial aid eligibility. If a student's GPA is below 2.0 for the second time at the end of the spring semester, the student will be placed on academic suspension, will not be eligible for financial aid, and will not be permitted to re-enroll without successfully appealing academic suspension or attending summer school to improve the GPA or participate in Academic Fresh Start (see "Academic Regulations" for appeal procedures). A student who is placed on suspension more than two times will not be permitted to re-enroll except through the provisions of the Academic Fresh Start program (see "Academic Regulations" for guidelines). A student who has a cumulative GPA below 2.0 and withdraws from the university during the spring semester will be evaluated for continuous enrollment according to the guidelines above.

Academic Fresh Start:

Academic Fresh Start allows students whose academic record would otherwise prevent them from enrolling to resume their studies at Fayetteville State University after a period of non-enrollment without the burden of their prior grade point average. Students suspended two times can only return under Academic Fresh Start.

To be eligible for Academic Fresh Start, students must meet admissions criteria at Fayetteville State University. Students must demonstrate the potential for degree completion in one of the following ways:

1. They must have a period of non-enrollment for at least four consecutive semesters and provide evidence in their request that the conditions that led to poor academic performance have been corrected; OR
2. They must have a record of academic performance at another institution subsequent to their departure from FSU that demonstrates the potential for academic success at FSU.

A record of academic performance may be demonstrated by earning an Associate's degree, completing an academic certificate program, or earning at least 15 semester hours with a C or better.

Satisfactory Academic Progress -SAP:

Students are evaluated for satisfactory academic progress at the end of the academic year (spring), at which time students must have earned at least 67% of their attempted hours with a minimum GPA of 2.0 for an undergraduate student and a minimum GPA of 3.0 for a graduate student.

Excessive hours:

Students whose total of attempted hours (including all transfer hours) exceeds 180 for an undergraduate student and 54 for a graduate student may re-enroll if their GPA is 2.0 or higher for an undergraduate student and 3.0 or higher for a graduate student, but will be ineligible for financial aid without successfully appealing through the Academic Appeals Committee for a one time only approval of maximum hours. Students will be evaluated for financial aid eligibility at the end of the academic year (spring) and will be notified by the Academic Appeals Committee of their eligibility status.

Financial Aid Excessive Hours Review Form - click below

<http://finaid.unccsu.edu/Documents/finaid/1718/Financial%20Aid%20Excessive%20Hours%20%20FSU.pdf>.