



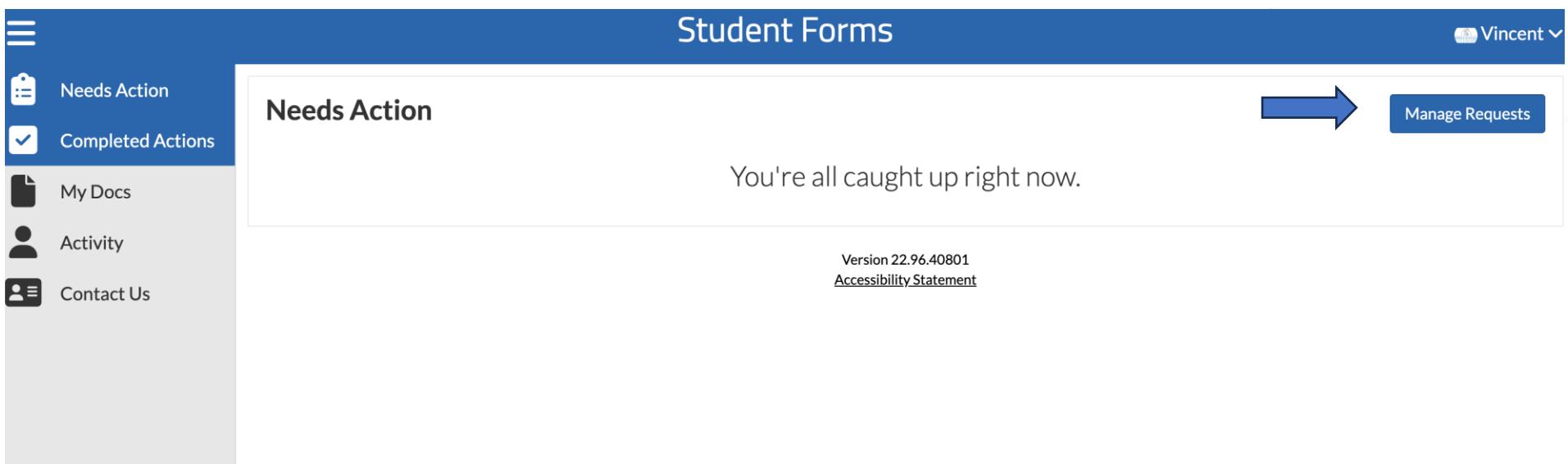
Instructions On How To Assign an SAP Appeal

(If the appeal has not already been assigned)

Assigning an Appeal Via Student Forms

Step 1: The student should log into uncfsu.studentforms.com.

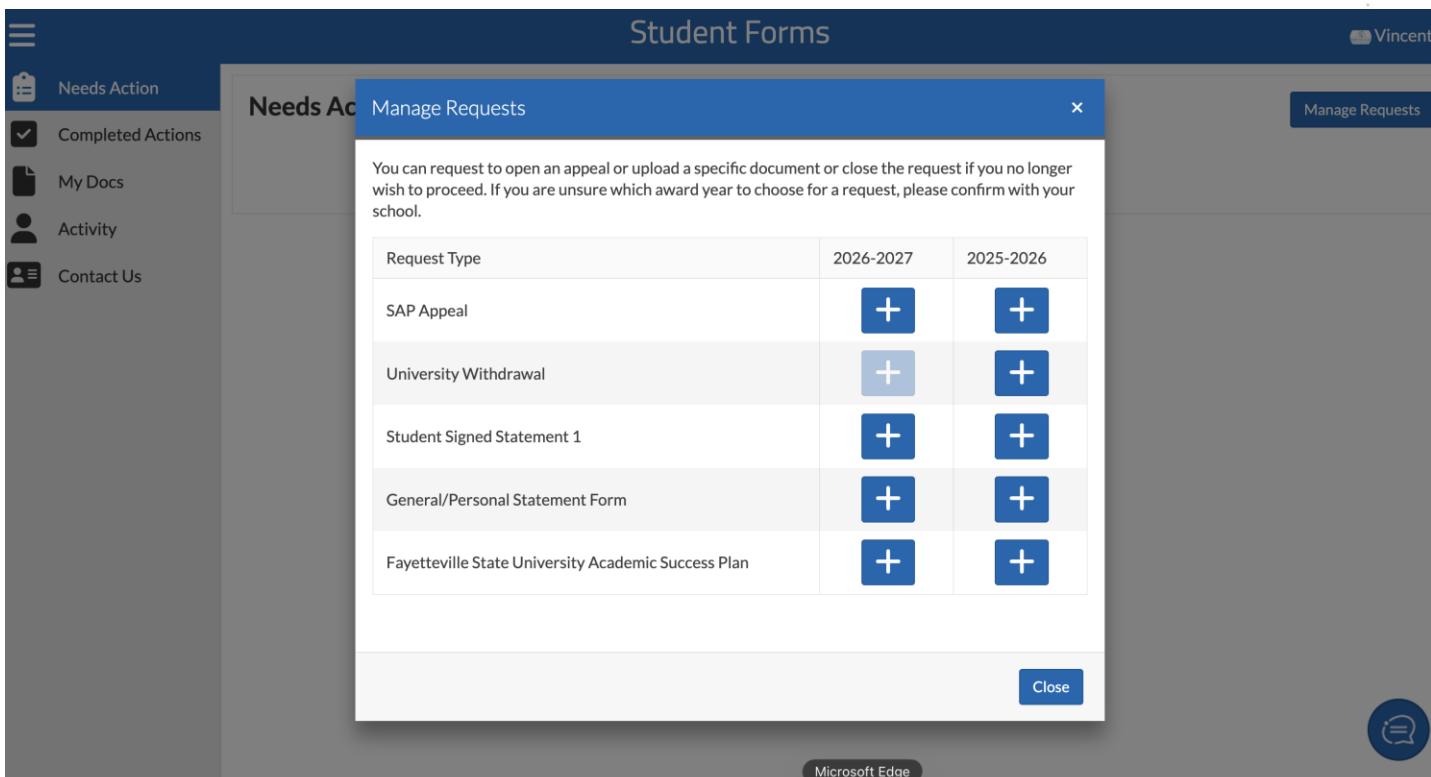
Step 2: In the top right corner, under your name, click on Manage Requests.



Assigning an Appeal Via Student Forms

Step 3: Select SAP Appeal from the list that appears by clicking on the plus sign. Select 2025-2026 if you are appealing for the Spring 2026 or Summer 2026 Semesters.

- Select 2026-2027 if you are appealing for the Fall 2026, Spring 2027, or Summer 2027 semesters.





Assigning an Appeal Via Student Forms

Step 4: Provide an explanation for the appeal request.

Add Request ×

SAP Appeal -- 2025-2026

Please explain your reason for this request.

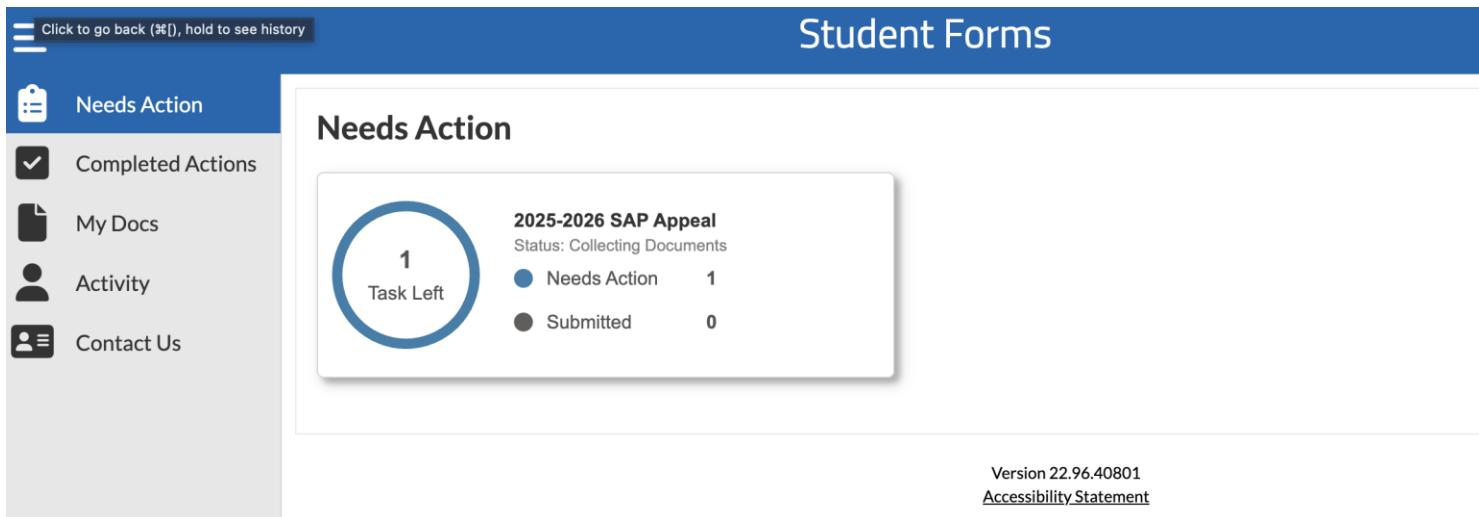
I need to successfully appeal my SAP status to receive financial aid/return for the upcoming semester.

Characters left: 152/255

Submit Go Back

Assigning an Appeal Via Student Forms

Step 5: An appeal will be assigned to you. Click on the task box to access your appeal.



The screenshot shows the 'Student Forms' interface. The top navigation bar includes a 'Click to go back (⌘[), hold to see history' button, a 'Student Forms' title, and a 'Logout' button. On the left, a sidebar menu lists 'Needs Action' (selected), 'Completed Actions', 'My Docs', 'Activity', and 'Contact Us'. The main content area is titled 'Needs Action' and displays a summary for a '2025-2026 SAP Appeal' with a status of 'Collecting Documents'. It shows 1 task left and 0 submitted. The summary table is as follows:

Needs Action	1
Submitted	0

At the bottom, the page indicates 'Version 22.96.40801' and provides a link to the 'Accessibility Statement'.

Assigning an Appeal Via Student Forms

Step 6: Review appeal instructions and submit your appeal. Documentation is required for an appeal to be successfully submitted.

Needs Student Action > 2025 - 2026 SAP Appeal

2025 - 2026 SAP Appeal

Below is the list of items the Fayetteville State University- Office of Scholarships and Financial Aid needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

You may be required to provide supporting documentation of your extenuating circumstances.

 I need to successfully appeal my SAP status to receive financial aid/return for the upcoming semester.

Appeal Status: Open

 SAP Appeal Web Form [?](#)

[Fill Out](#)

[Submit](#)

Needs Action

Completed Actions

My Docs

Activity

Contact Us



Assigning an Appeal Via Student Forms

Email Communication ×

Subject

All required information has been received.

Body

School Student ID: [REDACTED]

Dear [REDACTED],

You are being contacted by Fayetteville State University to notify you about the status of your account.

You have successfully submitted all required items and no additional information is required at this time. You will be notified of your next steps once your file is reviewed.

Sincerely,

The Office of Financial Aid
Fayetteville State University

If you wish to unsubscribe from this type of communication, [Unsubscribe Here](#).

Close

Step 7: Upon successful submission you will receive an email notification.

- Appeals will be reviewed within fifteen business days of receipt.
- If your appeal is denied, you may submit additional information for a second chance review via email at fsu-sap@uncfsu.edu.
- For additional inquiries about the process please email fsu-sap@uncfsu.edu.



For Questions Contact Us!

Office of Scholarships & Financial Aid

General Office Email: finaid@uncfsu.edu

SAP Committee Email: fsu-sap@uncfsu.edu

Phone: 910-672-1325

Office Hours:

Monday-Friday

8am-5pm

