

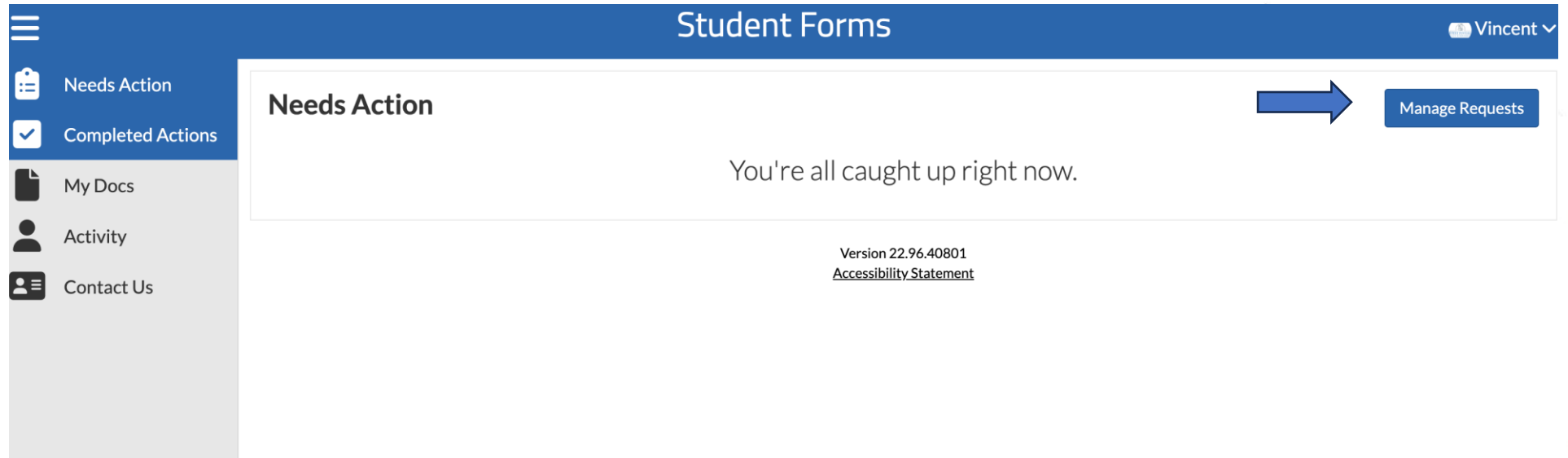
Instructions On How To Assign an SAP Appeal

(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.

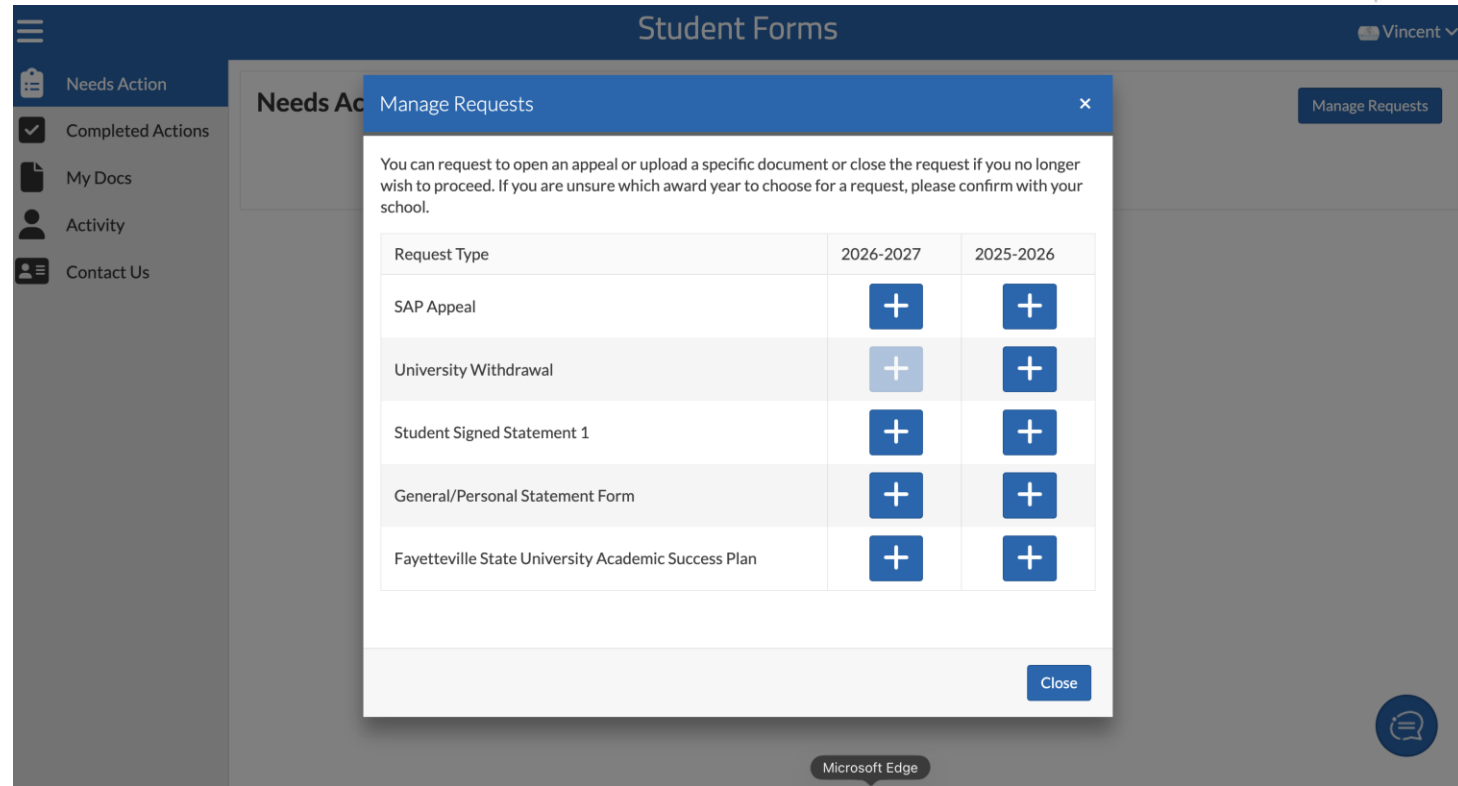


The screenshot shows the 'Student Forms' dashboard. On the left is a sidebar with a menu icon at the top, followed by 'Needs Action' (with a calendar icon), 'Completed Actions' (with a checkmark icon), 'My Docs' (with a document icon), 'Activity' (with a person icon), and 'Contact Us' (with a group icon). The main content area has a blue header bar with the text 'Student Forms' and a user profile 'Vincent' with a dropdown arrow. Below the header, the 'Needs Action' section is highlighted, showing the text 'You're all caught up right now.' A blue arrow points from this text to a 'Manage Requests' button located in the top right corner of the main content area. At the bottom of the page, the text 'Version 22.96.40801' and a link to the 'Accessibility Statement' are visible.

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.



Student Forms

Vincent

Needs Action

Completed Actions

My Docs

Activity

Contact Us

Needs Action

Manage Requests

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

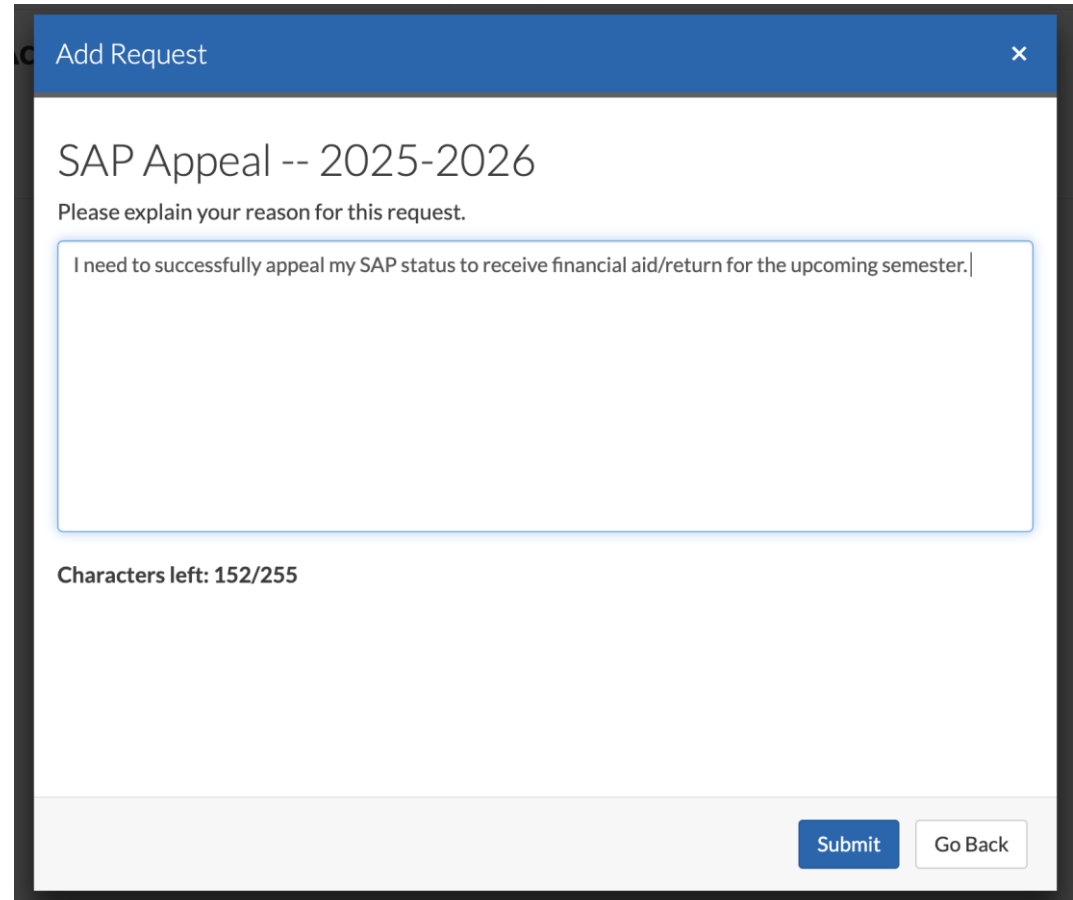
Request Type	2026-2027	2025-2026
SAP Appeal	<input checked="" data-bbox="1574 935 1625 963" type="button" value="+"/>	<input data-bbox="1709 935 1760 963" type="button" value="+"/>
University Withdrawal	<input data-bbox="1574 999 1625 1028" type="button" value="+"/>	<input data-bbox="1709 999 1760 1028" type="button" value="+"/>
Student Signed Statement 1	<input data-bbox="1574 1063 1625 1092" type="button" value="+"/>	<input data-bbox="1709 1063 1760 1092" type="button" value="+"/>
General/Personal Statement Form	<input data-bbox="1574 1128 1625 1156" type="button" value="+"/>	<input data-bbox="1709 1128 1760 1156" type="button" value="+"/>
Fayetteville State University Academic Success Plan	<input data-bbox="1574 1192 1625 1220" type="button" value="+"/>	<input data-bbox="1709 1192 1760 1220" type="button" value="+"/>

Close

Microsoft Edge

Assigning an Appeal Via Student Forms

Step 4: Provide an explanation for the appeal request.



The screenshot shows a web form titled "Add Request" with a close button (X) in the top right corner. The form is for an "SAP Appeal -- 2025-2026". Below the title, it says "Please explain your reason for this request." There is a large text input area with a blue border. The text entered in the input area is "I need to successfully appeal my SAP status to receive financial aid/return for the upcoming semester." Below the input area, it says "Characters left: 152/255". At the bottom right of the form, there are two buttons: "Submit" and "Go Back".

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.

Click to go back (⌘), hold to see history

Needs Action

Completed Actions

My Docs

Activity

Contact Us

Student Forms

Needs Action

1
Task Left

2025-2026 SAP Appeal

Status: Collecting Documents

Needs Action

1

Submitted

0

Version 22.96.40801

[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 Action

Completed Actions

My Docs

Activity

Contact Us

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

Assigning an Appeal Via Student Forms

Email Communication ×

Subject

All required information has been received.

Body

School Student ID:

Dear ,

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

