

**TRUETT MCCONNELL UNIVERSITY**  
**Office of Financial Aid**  
**100 Alumni Drive**  
**Cleveland, GA 30528**  
**706-865-2134 Ext 4199 706-243-4642 (fax)**  
**Satisfactory Academic Progress Appeals**

Students who fail to meet the standards of satisfactory academic progress as defined in the *Truett McConnell University Catalog*, and have been placed on financial aid suspension, have the option of submitting an appeal. Academic difficulties are sometimes the result of illness, emotional and/or physical trauma, financial difficulties forcing incomplete or premature withdrawal, or other circumstances directly affecting academic performance. The Financial Aid Office is able to consider appeals based on these circumstances - provided the appeals are accompanied by appropriate documentation.

**If you have failed to meet the requirements for the Grade Point Average (Qualitative) and/or percentage completion rate (Quantitative) and have been placed on financial aid suspension:**

Provide a personal statement:

1. Outlining the circumstance that prevented you from meeting the Standards of Satisfactory Academic Progress (SAP).
2. Stating why you believe it is possible for you to improve upon your past academic performance.
3. Explaining the corrective action you have taken.
4. Attaching documents that verify your statement. All documentation must include the student's name and student id, and relate to the specific period during which the student's academic performance was affected. Examples of acceptable documentation include:
  - Birth/death certificates, obituaries, funeral programs of immediate family members (i.e. parents, grandparents, spouses, children, brothers, sisters).
  - Medical records on company letterhead that confirm illness and length of recuperation.
  - Court documents on company letterhead.
  - Statements from physicians, counselors, clergy or social workers on company letterhead.

**If you have exceeded the maximum attempted hours, you must:**

1. Provide a personal statement explaining why you have accumulated attempted hours beyond your degree requirements.
2. Attach documents that verify your statement (see above for acceptable documentation).
3. Obtain a Degree Audit from Registrar listing the remaining requirements for your degree program and a projected completion date. **Timeliness of degree audit requests is essential to your appeal. Last minute requests for degree audits could delay and jeopardize your appeal. *It is strongly recommended that you obtain and review a copy of your unofficial transcript before you submit your appeal.***

The inclusion of supporting documentation as outlined above does not guarantee that an appeal will be approved. Each case shall be reviewed individually. **Appeal letters submitted without supporting documentation will not be considered.**

The need for more than one appeal of academic progress standards generally indicates a serious problem. Only one appeal will be accepted per award year, unless the appeal is to set up an academic plan following a semester of financial aid probation. The Financial Aid Appeals Committee will review the appeal. The form may be submitted in person, by fax, or by mail to the Financial Aid Office. **The student will be sent an email letter advising of the final decision generally within 15 working days of the receipt of the appeal. During the appeals process, no telephone calls or e-mails will be accepted.** Students granted an appeal must schedule an appointment with his or her advisor, to determine whether courses need to be repeated and/or the course load needs to be reduced.

**TRUETT MCCONNELL UNIVERSITY**  
**Office of Financial Aid**  
**100 Alumni Drive**  
**Cleveland, GA 30528**  
**706-865-2134 Ext 4199 706-243-4642 (fax)**  
**Financial Aid Appeals Form**

1. \_\_\_\_\_  
*Last Name                      First Name                      Middle Initial                      Student ID                      Date*

2. \_\_\_\_\_  
*Address    City    State    Zip Code*

3. \_\_\_\_\_  
*Home Telephone    Work Telephone    E-Mail Address*

4. Reason for Satisfactory Academic Progress Appeal:  
 GPA     Less than 67% course completion rate     Attempted credit hours over 150%

5. Appeal is for which award year: \_\_\_\_\_ Semester: \_\_\_\_\_

**ALL APPEALS MUST HAVE THIRD PARTY DOCUMENTATION**

6. Reason for Appeal (check one box): (You may only appeal the same situation once)  
 Illness (must have occurred during semester(s) of academic difficulty)  
 Change in family situation (separation/divorce)  
 Death of a family member (parents, grandparents, children, grandchildren, brothers, sisters)  
 Qualifying circumstance with documentation (examples: family catastrophe, personal tragedy, military enlistment, etc.)

7. Explain in detail the circumstances surrounding your academic difficulties. (*Attach a one-page explanation with your name and student ID. Print legibly in black ink or type*)

8. I certify that the information provided is true and complete to the best of my knowledge. I understand that withholding or falsifying any requested information may result in rejection of my application. I understand that if my appeal is denied, I am responsible for the full cost of any tuition, fees, books, or other debts owed to the University. I also understand that if my appeal application is submitted without supporting documentation, it will not be accepted by the Financial Aid Office and will be returned to me.

\_\_\_\_\_ *Student's Signature* \_\_\_\_\_ *Date*

**To be completed by Financial Aid Office:**  
GPA \_\_\_\_\_ Attempted Credits \_\_\_\_\_ Completed Credits \_\_\_\_\_ Ratio \_\_\_\_\_  
Initials of Counselor/Staff Accepting Appeals Application \_\_\_\_\_

**For Financial Aid Appeals Committee:**  
Approved  Denied  Academic Plan Approved \_\_\_\_\_  
Reason for Decision: \_\_\_\_\_  
Special Instructions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Director of Financial Aid Signature \_\_\_\_\_