

Clayton State University

Office of Financial Aid
2000 Clayton State Blvd
Morrow, Georgia 30260
Phone: 678-466-4185 Fax: 678-466-4189

Satisfactory Academic Progress Appeal Form

Submit the completed form along with all appropriate documentation to support the mitigating circumstance to the Office of Financial Aid as early as possible but **no later than 12:00 p.m. (noon) on the second day of the schedule adjustment period** (drop/add) for the term for which the appeal is requested to have a decision by the fee payment deadline. Appeals submitted after the deadline will be accepted, but may not be reviewed prior to the fee payment deadline. (*NOTE: Meeting this deadline does not guarantee that funds will be available, only that a decision will be made by the fee payment deadline.*)

PLEASE PRINT ALL INFORMATION:

Name: _____ Laker ID# _____

Phone (home) : _____ (cell): _____

CSU Email: _____@student.clayton.edu

Semester this appeal is to be considered for: ___ Fall ___ Spring ___ Summer

Reason for Appeal

(Please select the reason you were not able to maintain SAP and include the documentation from the list below as appropriate.)

- _____ Serious injury, illness or mental health
- _____ Death or serious injury of immediate family member
- _____ Other extenuating or mitigating circumstances
- _____ Exceeded maximum number of hours

Accepted Documentation

(No appeal will be approved without sufficient supporting documentation.)

- Completed Satisfactory Academic Appeal Form (*Required for all appeals*)
AND
- Detailed letter of explanation (*Required for all appeals*)
AND one of the following
- Statement from a physician or mental health professional showing date(s) of occurrence/treatment, hospital bill showing dates of admission, etc.
- Copy of death certificate or obituary
- Other supporting documentation (i.e., police report, court documentation, etc.)
- Documentation signed by your advisor listing the courses needed to complete your degree or a graduation summary (*Required for MAX Hours ONLY*)

STUDENT CERTIFICATION

I certify that I have read and understand the Standards of Satisfactory Academic Progress found at:

<http://admservices.clayton.edu/financialaid/maintaineligibility.htm>

Signature: _____ Date: _____

FOR OFFICE USE ONLY

_____ FIRST APPEAL	_____ SECOND APPEAL	<u>COMMITTEE'S DECISION</u>
Comments: _____		_____ APPROVED
_____		_____ DENIED