Graduate Student Satisfactory Academic Progress Appeal Form

Student’s Last Name  First  MI  Clemson ID

Email Address  Appeal Term (Fall, Spring, or Summer)

Students who fail to meet the University’s published Satisfactory Academic Progress (SAP) standards are not eligible for federal financial aid funds until they make up the deficits that caused loss of eligibility. Under certain conditions, students with special circumstances may file an appeal. Incomplete appeals will not be considered. Please note that financial need is not considered a mitigating circumstance.

For information on Clemson University's Non-Discrimination Policy, please visit www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html.

Appeal Process

1. Graduate students who have exceeded the maximum time frame of 90 credit hours must submit a completed copy of this form and the Authorization of Master/PhD Candidate’s Satisfactory Academic Progress (see page 2).

2. Graduate students who have a cumulative GPA below 3.0 must submit a completed copy of this form and a letter indicating the reasons why your appeal should be approved. In your letter, specifically state the following:

   • The nature of the problem and the date it occurred
   • How the problem was resolved
   • How and when you plan to make up any deficiencies in GPA
   • Projected graduation date
   • Projected enrollment plans (credit hours you plan to attempt)

Please attach supporting documentation (e.g., medical). Your letter will be treated with confidentiality. Sign and date the certification below.

I understand that simply filing an appeal does not guarantee renewed financial aid eligibility. I understand that during peak periods, it may take the Office of Student Financial Aid several weeks to review my appeal and that my appeal may not be considered until after classes begin and Drop/Add ends. I understand that I am solely responsible for any University bills that are issued before or during the process of appealing for aid, and that I may be dropped from my classes if I fail to pay a bill or fail to make satisfactory payment arrangements. I understand that my financial needs do not entitle me to an expedited appeal and that I may have to make decisions about enrollment without knowledge of the results of my appeal.

Student’s Signature _______________________________ Date _______________________

Clemson University Office of Student Financial Aid
G01 Sikes Hall Clemson, SC 29634-5123
Fax 864-656-1831 Email: finaid@clemson.edu
Authorization of Master/PhD Candidate’s Satisfactory Academic Progress

Federal regulations require students to make progress toward completing their degree within certain time constraints to remain eligible for financial aid. This form may be required each term until you complete your degree.

I, ________________________________, am a student in the ________________________________ Master/PhD program. I certify that I am progressing through my program at a rate which is satisfactory to my Faculty Advisor and the Program Chair. I will not exceed the maximum time frame allowed for a Master/PhD program. My estimated graduation date is __________________________.

Student’s Signature ____________________________________________ Date ______________________

Clemson ID number ____________________________________________

Faculty Advisor’s Signature ______________________________________ Date ______________________

Faculty Advisor’s email address ________________________________