

OFFICE OF FINANCIAL AID AND SCHOLARSHIPS
SATISFACTORY ACADEMIC PROGRESS APPEAL CHECKLIST

- ☐ I have contacted the Chair of my department (or the Center for Academic Excellence) to initiate the process to obtain an Academic Plan of Action for at least two semesters.

Initial Here

- ☐ I have attached supporting documentation to the Satisfactory Academic Progress Appeal form.

Initial Here

- ☐ I do not have supporting documentation to include with the Satisfactory Academic Progress Appeal.

Initial Here

- ☐ I understand that the Satisfactory Academic Progress Appeal deadline is 7 days after the last day to reapply for admissions. To view the last day for readmission, please visit [Registrar Academic Calendar](#). The deadline for the Spring 2026 Satisfactory Academic Progress Appeal to be submitted and reviewed before classes begin is December 22, 2025.

Appeals will not be accepted after the deadline.

Initial Here

- ☐ I am aware of the University resources which I will use to assist me in becoming and remaining academically successful.

Initial Here

The resources include but are not limited to:

- [Student Success](#)
- [Bluford Library](#)
- [The University Writing Center](#)
- [Online Tutoring](#)
- [Tutorial Services](#)
- [Mentoring Programs](#)

OFFICE OF FINANCIAL AID AND SCHOLARSHIPS
SATISFACTORY ACADEMIC PROGRESS APPEAL SPRING 2026

Section A – Student Information

Name: _____ Banner ID Last 6 Numbers: _____

Address: _____

Telephone No: _____ () _____ City _____ State _____ Zip _____
Check One: ☐ Undergraduate ☐ Graduate

Major: _____ Academic Advisor: _____

E-mail Address: _____ Cell No.: _____ () _____

Section B - Reasons for an Appeal (Check all that apply)

- ☐ **Medical:** Documentation of illness must be attached to the Appeal Form. *For instance: a letter from the physician, hospital, etc.*
- ☐ **Death or extended illness of immediate family member (parents, spouse, siblings, and children):**
Please attach a copy of the death certificate or obituary.
- ☐ **Working on a second undergraduate degree:** A Second-Degree Form completed by your Academic Advisor or Dean/Chair of your Department indicating the courses, the credit hour of each course, and the total hours required to complete the second degree with your anticipated graduation date. *The Second-Degree Form can be found on NCA&T Forms and Publications web page for 2025-2026 academic year.*
- ☐ **Dual Degree (Double Major):** A Dual Degree Form completed by your Academic Advisor indicating that you are working on a double major and the number of hours required for you to complete both majors.
- ☐ **Learning Disability:** Student has documented in the Office of Accessibility documentation confirming disability accommodation.
- ☐ **Unusual circumstances not applicable to the above:** Please provide details and documentation. Date the circumstance(s) occurred: ____/____/____.

Please Note:

If your appeal references sexual misconduct, the Office of Financial Aid and Scholarships is required to report allegations to the Title IX Coordinator.

Name: _____ **Banner ID Last 6 Numbers:** _____

Section C - Student's Personal Statement of Appeal

Type in the space provided or attach a typed and detailed personal statement which must include details about your extenuating circumstance(s). It must include the following:

- ** The reason for the Appeal (Explain in Detail).
- ** When the circumstance occurred (Date Occurred).
- ** How the circumstance affected your ability to successfully complete your courses during the time period indicated (Explain in Detail).
- ** What has changed which will now allow you to be successful in completing your courses (Explain in Detail)?

Personal Statement

[illegible]

Section D – Academic Plan of Action

To obtain an Academic Plan of Action, students must contact the Chair of the Department of their major. Undecided students would contact the Center for Academic Excellence. Once completed, the form is sent electronically to the Office of the Registrar for readmitted students. Both readmitted and continuing students must provide a signed copy of their Academic Plan of Action to the Office of Financial Aid and Scholarships.

- I certify all the information contained on this form and in the supporting documentation is complete and correct.
- I understand it may take 7-10 business days for this request to be processed.
- If my appeal is approved, my signature below confirms I understand it is my responsibility to utilize all resources available to me at the University in order to achieve academic success during the financial aid probationary period.
- If I do not earn the required number of hours or the stipulated grade point average during the financial aid probationary period, I understand that I will not be meeting Satisfactory Academic Progress and may not be approved for another appeal.

I understand that the Satisfactory Academic Progress Appeal deadline is 7 days after the last day to reapply for admissions. To view the last day for Spring 2026 readmission, please visit [Registrar Academic Calendar](#). The deadline for the Spring 2026 Satisfactory Academic Progress Appeal to be submitted and reviewed before classes begin is December 22, 2025.

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Student's Handwritten Signature: _____

Date: _____