

# SUMMER 2025 Satisfactory Academic Progress Appeal Policy & Procedure

East Carolina University  
Office of Student Financial Aid  
2103 Old Cafeteria Complex | Greenville, NC 27858  
P: 252.328.6610 | F: 252.328.4347  
E: [finaid@ecu.edu](mailto:finaid@ecu.edu)

The U.S. Department of Education requires that the Office of Student Financial Aid (OSFA) at East Carolina University monitor the Satisfactory Academic Progress (SAP) towards degree completion of all students receiving grants, federal work-study or student loans during their academic career.

**As of your most recent semester at ECU, you are not meeting one or all of the necessary standards and your financial aid has been suspended.** If mitigating circumstances beyond your control **caused or contributed** to your inability to meet the SAP standards, you may appeal the suspension of your financial aid.

**\*The deadline to submit the SAP Appeal for Summer 2025 is Wednesday, June 18, 2025, by 5:00pm.\***

## SAP Appeal Policy

The standards for financial aid SAP may differ from those required at the University as a whole. The standards for financial aid recipients are: 1) **minimum credits earned [80% completion rate]**; 2) **cumulative grade point average [ECU retention GPA]**; 3) **maximum timeframe [maximum of 189 attempted hours for undergraduate programs – graduate programs are calculated by program]** and is reviewed at the end of each semester. You may review the Satisfactory Academic Progress (SAP) Policy in detail at <https://financialaid.ecu.edu/sap-policy/>.

## SAP Appeal Procedures

1. Complete the Summer 2025 2025 Appeal form included in this packet. **Failure to complete this form in its entirety will result in your appeal being delayed and/or denied.**
2. Compose and attach a letter explaining in detail the nature and dates of your mitigating circumstances, how your life circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted. **Failure to include a letter with your appeal packet will result in your appeal being denied**
3. Attach any documentation that you feel supports your appeal: death certificate, obituary, letter (s) from a third party such as social service, police, pastor, physician, psychiatrist, etc. **Please do not give us the original because we will need to keep all documents you provide.**
4. Students who are approaching maximum timeframe will need to meet with their academic advisor to complete and obtain an **Academic Assessment Form** to attach to their appeal.
5. Submit all documents to the Office of Student Financial Aid in person at 2103 Old Cafeteria Complex; via fax to 252-328-4347; or via email to [finaid@ecu.edu](mailto:finaid@ecu.edu).
6. The OSFA will review your appeal and notify you of the outcome within **seven to ten business days** from the date your appeal is received in our office.

# SUMMER 2025 2025 Satisfactory Academic Progress Appeal Form

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Name: \_\_\_\_\_

ECU Banner ID: \_\_\_\_\_

**I. Student Information:** Please select and complete the option(s) that best describes your situation. To view your current academic standing you will need to log into <https://pirateport.ecu.edu> and access Financial Aid Self Service.

- I am appealing my suspension due to my cumulative GPA of less than 2.00 for Undergraduate; 2.5 for Second Degree and Teaching Certification; or 3.00 for Graduate.
- I am appealing because I failed to meet the required 80% completion rate.
- I am appealing because I have exceeded, or I am approaching the maximum number of credit hours allowed to continue receiving financial aid.

**II. Reinstatement Request Type:** Please select and complete the option that best describes the mitigating circumstance that has contributed to your academic difficulty and follow the instructions for that category. **With this form, attach your letter outlining the situation which impacted your academic endeavors and please attach the recommended documentation.**

- Death of an immediate family member (parent, grandparent, sibling, child, spouse, in-law).**
  - Submit a letter explaining in detail your relationship and date of death, (early, mid, late semester); what steps you have taken to support your efforts to achieve SAP; what changes you have made to ensure academic success if your appeal is granted.
  - Attach a photocopy of the appropriate documentation.
- Readmit after University Suspension or under ECU Forgiveness Policy.**
  - Submit a letter explaining in detail the nature and dates of your suspension(s)/voluntary withdrawal, how your life circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
  - Attach supporting documentation.
- Serious illness or injury to student or immediate family member (parent, grandparent, sibling, child, spouse, in-law).**
  - Submit a letter explaining in detail the nature and dates of the illness or injury, how the circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
  - Attach supporting documentation from a third party (physician, social worker, psychiatrist, police, pastor, etc.).
- Significant trauma in student's life that impaired the student's emotional and/or physical health.**
  - Submit a letter explaining in detail the nature and dates of the significant trauma, how your life circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
  - Attach a statement from the physician explaining the nature and dates of the illness or injury.
- Maximum Timeframe.**
  - Submit a letter explaining in detail the circumstances that have caused you to not complete your degree within the allotted timeframe, how your life circumstances have changed to now support your efforts in completing the remaining coursework by your estimated date of graduation, and what you will do differently to ensure your academic success if your appeal is granted.
  - Attach a completed Academic Assessment Form obtained from your Academic Advisor.
- Other unexpected circumstance beyond the student's control.**
  - Submit a letter explaining in detail the nature and dates of the unexpected circumstance(s), how your life circumstances have changed to now support your efforts to achieve SAP, and what you will do differently to ensure academic success if your appeal is granted.
  - Attach supporting documentation.

**By submitting this form to the Office of Student Financial Aid (OSFA), I am requesting reinstatement of my financial aid eligibility. I understand that appeal decisions are made on a case-by-case basis and that my appeal may be denied.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*The deadline to submit the SAP Appeal for Summer 2025 2025 is Wednesday, June 18, 2025, by 5:00pm.\***