



**HERITAGE**  
CHRISTIAN UNIVERSITY

**Satisfactory Academic Progress (SAP) Appeal**

Heritage Christian University  
Office of Financial Aid and Scholarships  
P.O. Box HCU Florence AL 35630  
1-800-367-3565 or 256-766-6610 x303  
Fax 256-716-8021

Heritage Christian University requires all students to make satisfactory academic progress toward a degree to remain in good academic standing. The University also believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. However, HCU realizes that occasionally a student’s failure to make satisfactory academic progress is due to extenuating circumstances and has developed an appeal process for these situations.

Full Name: \_\_\_\_\_  
*Last First Middle*

Current Address: \_\_\_\_\_  
*Address City State Zip Code*

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or Student ID Number: \_\_\_\_\_

**Reason for Appeal (check all boxes that apply)**

- Cumulative GPA below 2.00.
- Cumulative credit completion below 67%.
- Maximum timeframe exceeded on current program of study.

I am appealing for enrollment period: \_\_\_\_\_ / \_\_\_\_\_  
*Semester Year*

**Active suspension appeals for admission should be submitted at least thirty days prior to the intended term of enrollment. Decisions of the Suspension Appeals Committee are final.**

Have you previously been suspended at HCU or any other college/university?  Yes  No

If yes, where? \_\_\_\_\_

**Appeal Criteria**

HCU considers student appeals based on extenuating circumstances. An extenuating circumstance is defined as a special situation/event that is beyond your control or personal choice. Any documentation provided must make a clear connection between your extenuating circumstances and the dates and time periods related to your deficient academic performance.

The following criteria will be used as the basis for an appeal:

- A. Student injury or illness that required a prolonged absence (A doctor’s statement on letterhead is required as documentation).
- B. Unanticipated or unavoidable events or situations beyond your control (Appropriate documentation required).
- C. A death of a close family member or friend (A copy of the death certificate or obituary is required as documentation).

- D. Military call for active duty (Military documentation required).
- E. A change in personal circumstance for those returning after an extended period of time, coupled with a well-developed academic plan for success.
- F. In most recent semester, the student successfully completed a minimum of 75% of attempted credits and earned a minimum 2.30 GPA while enrolled in a minimum of one course of three credits or more.

**Appeal Process**

NOTE: Appeal requests submitted without evidence of extenuating circumstances **will be rejected**.

- 1. Prior to completing this appeal you must meet with an academic advisor/counselor to discuss the appeal process - **not applicable for Active Suspension appeal**.
- 2. Develop and submit a written academic plan outlining your plan for success that will enable you to regain good academic standing. Good academic standing is defined as a cumulative 2.0 GPA and a cumulative 67% credit completion rate – **not applicable for Active Suspension appeal**.
- 3. Answer the five questions below in detail.
- 4. Attach appropriate supporting documentation.
- 5. Submit all official academic transcripts – **Active Suspension appeal only**.
- 6. Submit your completed appeal **at least thirty days prior to the intended term of enrollment** to the Director of Financial Aid: (HCU, P.O. Box HCU, Florence, AL 35630).

**\*\*\***Appeal requests for **Active Suspension** will be forwarded directly to the Director of Admissions and the Registrar.

**Appeal Information**

Please answer the following questions and attach to your SAP appeal. When submitting your appeal, all five questions must be answered **in detail**. The appeal must be **clearly written** and show accurate use of language (spelling, punctuation, grammar, etc.) to the best of your ability.

- 1. What were the extenuating circumstances that caused your suspension? Please address all courses that contributed to your being placed on suspension.
- 2. What has changed in your life and what will you do differently to ensure academic success at HCU?
- 3. What support systems do you have in place to ensure that success?
- 4. What is your academic/career plan while attending HCU and beyond? Please indicate your program of study at HCU and submit a written academic course schedule/plan that will enable you to regain good academic standing as defined in Appeal Process #2.
- 5. What documentation have you attached to support the extenuating circumstances listed above?

By signing this form, I certify that I have read the HCU Satisfactory Academic Progress policy and that the information I have provided is accurate, true, and complete. I understand that I am responsible for making necessary payment arrangements for any charges I owe HCU regardless of the outcome of my appeal. Appeal decisions are final.

Print Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application and supporting documents to:**

Office of Financial Aid and Scholarships  
 Heritage Christian University  
 P.O. Box HCU  
 Florence, AL 35630  
[mthompson@hcu.edu](mailto:mthompson@hcu.edu)

**\*\*\***Appeals should be submitted at least thirty days prior to the intended term of enrollment.

## Approved Appeals

**Title IV Financial Aid** –Approved Title IV financial aid appeals place the student on financial aid probation. The student must meet conditions outlined in the appeal decision and maintain the standards of Satisfactory Academic Progress (SAP). Conditions will be listed in the appeal approval notification and will be monitored by the Office of Financial Aid and Scholarships. Students who have an appeal approved on an academic plan may experience delays in receiving funds the following term because the previous terms grades will need to be checked for compliance with the outlined plan.

**Academic Scholarship** – Approved Academic Scholarship appeals allow for scholarship funding for the next semester of enrollment. After completion of that academic semester, the student is expected to comply with all eligibility requirements as stipulated in the original academic scholarship contract in order to receive scholarship funding for each subsequent academic year. Appeal conditions, if any, will be monitored by the Office of Financial Aid and Scholarships.

**Active Suspension** – If admitted upon appeal, the student will enter as a non-degree seeking student for at least one semester (excluding summer). Non-degree seeking students are not eligible for scholarships, financial aid, student loans, or on campus housing. Students will be responsible for making necessary payment arrangements for all charges owed to HCU, and will be required to follow the procedures outlined in the Satisfactory Academic Progress (SAP) policy.

### Appeal Decisions are Final

**FOR OFFICE USE ONLY:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Decision Notice sent (date): \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_