



Changing What's Possible

Academic Progress Petition

Dear Student:

To be considered for further financial aid, you must complete an Academic Progress Petition. DO NOT submit this petition until Sections I, II, and III are completed, including signatures and supporting documentation. Incomplete petitions will not be reviewed and returned to student. Return your completed petition to the Office of Student Financial Aid. A complete petition will usually be evaluated within ten working days. You will be notified in writing of the outcome of your petition. If you need further assistance completing this form, please visit our office (8:00 am - 4:30 pm, Mon - Fri) or call (843) 792-2536.

SECTION I: General Information (to be completed by student)

First and Last Name: _____ Student ID: _____

Local Mailing Address: _____

Email: _____ Expected Graduation: _____

Current Class: _____ College: _____ GPA: _____

Reinstatement Type:

GPA Appeal Max Terms Leave of Absence

Term Requesting Override:

Fall _____ Spring _____ Summer _____

Signature: _____ Date: _____

SECTION II: Statement of Extenuating Circumstances

(Please attach additional page(s) if necessary)

In support of your petition, state unusual or specific extenuating circumstances that warrant a review of your petition to continue receiving federal financial aid. Use additional paper if necessary, and provide any supporting documentation pertinent to your case. Please submit copies of supporting documents; originals will not be returned. Please consult MUSC's Satisfactory Academic Progress policy, at <https://education.musc.edu/students/enrollment/financial-aid/financial-aid-policies/satisfactory-progress-policy> for guidance on satisfactory academic criteria for financial aid purposes.

SECTION III: Academic Advising (to be completed by dean's office)

Please provide a statement of support for the student's appeal for financial aid, along with a **revised plan of study** and the **terms and conditions for the student's continuation in the program**. *Please keep in mind that failure to meet any portion of the terms and conditions will make a student ineligible for future aid.* Contact the Director of Financial Aid at ext. 2-3670 before completing the form if you have ANY questions or concerns about this.

Department's Signature: _____

Date: _____

SECTION IV: Financial Aid Office Action (to be completed by the Student Financial Aid Office)

Approved

Denied

Pending

Notes:

Student Financial Aid Approval/Denial Signature: _____

Date: _____