



# BENEDICT COLLEGE

1600 Harden Street  
Columbia, South Carolina 29204

## OFFICE OF ACADEMIC ADVISING

Dear Student,

This letter is to assist you with preparing your appeal letter for the Academic Appeals Committee review. Please follow the steps below when submitting your letter. Using a professional format, address your letter to:

Academic Appeals Committee  
Benedict College  
1600 Harden Street  
Columbia, SC 29204

In your letter, please state the reasons you were **NOT** successful during the semester. Write as much as you can to explain your situation. The committee will not be able to talk to you; be as clear and thorough as possible. The committee will make a decision based on the information presented in your letter.

If you have any documents that can assist with the authenticity of your statements, please attach copies to your letter. For example, if the death of a parent/guardian occurred, send a copy of the obituary (please include the full obituary and highlight your name, if you are listed). If you had a medical emergency, send those documents.

Finally, email your letter to [SAP.Committee@benedict.edu](mailto:SAP.Committee@benedict.edu) and make sure that **YOUR contact information** is included i.e. phone number, email.

If you have any questions or concerns about submitting your letter, please give the Advising Center a call at 803-705-4493. Once a decision has been made on your appeal, someone from the advising center will contact you.

Sincerely,

Academic Advising Center

# Benedict College Appeals Committee

DATE: April 23, 2013

NAME  
ADDRESS



Dear Appeals Committee:

It has come to my knowledge that I have not met Benedict College's standards for satisfactory academic progress and it is due to my cumulative grade point average 1.5 which is below the required minimum of 2.0.

During the spring semester of 2011, it was a real struggle for me physically, mentally, and emotionally, while trying to maintain my academic progress. Financial duress has made

Explain  
your  
situation

this semester difficult. I have a single parent with six children, including me, she does her best but money has been hard to get. I was so worried the spring semester about how my mother was going to pay the bills and how she will pay for the loans she has took out for us. Knowing my mother was struggling, not having a stable car, and had to stretch money between us to meet the needs of all her children had a major effect on my academics. She called me every day checking on me seeing how I was making sure I had money, even though sometimes I told her I had money and nothing was bothering me so she would not worry herself. I have been looking for jobs this whole semester and even applied for work study a couple of times, but it is hard to get hired with the economy like this.

I want this second chance to better myself and be successful because of her and to put her in a better position. I don't want my mother to worry or struggle anymore and an education for me will help me accomplish that and more. Transportation has been a bother, even though during the semester they had buses to get us to and from campus it wasn't always reliable

What is your action plan  
to improve your

because I would go out and wait for the bus two hours before class some times and end up being late. Being I do not have a vehicle, trying to get home from school on breaks to check on my family so I would not be worrying about them and can focus on school has been hard and even going job searching. Between financial problems and death of love ones my academics dropped below the university's standards.



This letter was a wakeup call for me as an adult student in the real world. I now realize it is time to get back on track. I plan to study harder until I get a better understanding of things or ask the teacher can I stay after class so he/she could explain it more, set up meetings to go by their offices, and get a tutor to help me improve my academic status. The spring semester of 2013 was a major setback that I plan not to have again. If given this second chance I plan to do whatever it takes to be successful. I promise there would be a major improvement in my academic grades and progress period. This second chance will give me the opportunity to prove that I really want an education and will do everything and anything in my power to get one. You can expect nothing but the best from me this time around. Another chance will benefit me and help me push my education to even greater levels. Getting a good education will make me a better person and I am sure it will make my mother, family, and loved ones in heaven so proud of me. I plan to put my academics first and make a better future for me because this is really what I am in school for so it will be my first priority always and forever. I now I have a better understanding of life and education is the one and only thing on my mind.

Sincerely,

## **Signature**

Student Name  
Student Number  
Student Address  
Student Phone Number

### **Benedict College Satisfactory Academic Progress (SAP) Appeal**

Date  
Financial Aid Appeal Committee  
Benedict College

Dear Committee:

**Paragraph One:**

This letter is to appeal to the impending action (Suspension or Dismissal-state which one applies to you) so I may continue receiving Federal Financial Aid at Benedict College. The reason I have not met Satisfactory Academic Progress is...

Explain in detail what special circumstance(s) caused your inability to maintain the grades required to use financial aid.

***Provide documentation supporting your special circumstance if possible.***

**Paragraph Two:**

Despite the difficulties I experienced, I will raise my GPA level and successfully complete courses. In order to improve my grades I have developed the following strategy...

Provide detailed steps on how you will obtain good grades and raise your GPA

Explain the tools you will use and the frequency of their use (ex: Learning Lab, etc.)

**Paragraph Three:**

Conclude with reiterating why the committee should consider your appeal, and summarize your academic plan.

Sincerely,

Student Name

Student Number

Student Address

Student Phone Number