

**Financial Aid Office**  
**Satisfactory Academic Progress Appeal**  
**2014-2015**

**Due Dates:**  
Fall 2014-October 22  
Spring 2015-March 24

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

Student ID Number: \_\_\_\_\_

In accordance with Federal Department of Education regulations, institutions of higher education are mandated to determine whether students are maintaining Satisfactory Academic Progress (SAP). Students must maintain SAP in order to continue to receive Federal Financial aid.

**Satisfactory Academic Progress requirements include the following:**

- Minimum 2.00 GPA;
- Minimum 67% completion rate calculated by dividing hours passed by hours attempted; and
- Completion of program within 150% of the time required for the program length in the student handbook (includes all cumulative hours).

**Appeal instructions** (incomplete information or documentation may result in your appeal being denied):

1. Submit a documented letter explaining extenuating circumstances that have negatively affected your academic progress.
  - a. Address how your situation has changed so that you may be successful and meet SAP in future semesters.
  - b. Maximum hours students should address why they have been unable to complete program in the timeframe allowed (previous program completions at GTC, change of major, etc.).
2. Attach supporting documentation that demonstrates evidence for your appeal (examples below).
  - a. Documentation should be dated.
  - b. Documentation that has been altered will not be accepted.
  - c. The appeals committee will look at all documentation and take into consideration when the incident occurred and how it affected the student's SAP.
3. Carefully read and submit this signed form and all documentation at one time to the Financial Aid Office by the deadline.

**Appealable Circumstances (examples):**

Personal injury, illness, or physical disability  
Personal crisis (uncontrollable)  
Death/illness of immediate family member  
Extenuating personal circumstance

**Documentation (examples):**

Hospitalization records  
Death certificate or obituary  
Medical/personal crisis withdrawal forms  
Documentation of other extenuating circumstances  
Previously awarded GTC certificate/diploma/degree

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***By signing below I acknowledge that I fully understand the following conditions of my appeal:***

- *My submitted appeal does not guarantee an approval.*
- *My appeal may not be reviewed before the tuition and fee payment deadlines; therefore, I should make arrangements to pay out of pocket or via the payment plan if I wish to hold my class schedule.*
- *My appeal will be reviewed by the Financial aid Appeals Committee and will include a review of all supporting documentation I provided to determine judgment; the committee's decision is final.*
- *If my appeal is denied- I cannot receive financial aid until I meet SAP or have an appeal approved in a subsequent semester.*
- *If my appeal is approved-I can only use aid for classes within my program. I must obtain an Education Plan from my adviser, meet in person with the Financial Aid Office to complete my Academic Plan, and I must meet the conditions of that plan to retain my aid.*

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

Date of Submission: \_\_\_\_\_

Revised 10/17/2014