2014-2015 Due Dates:
Summer 2015- March 20 - June 22
2015-2016 Due Dates
Fall 2015-June 23 - October 22

Financial Aid Office
Satisfactory Academic Progress Appeal

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. *Note: All unsuccessful courses are taken into consideration and should be addressed.*
   a. You (student) must 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. Reminder: Students are only eligible to submit one appeal per academic year.

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

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 SAP 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 academic year.*
- *If my appeal is approved-I can only use aid for courses within my program (will be outlined on the Education Plan). I must obtain an Education Plan from my Enrollment Advisor and I must meet the conditions of that plan to retain my aid.*

Signature:_____ **Date of Submission:**_____

Revised 5/7/2015