

## **SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL INSTRUCTIONS**

Students who have lost eligibility for financial aid for any reason may appeal this decision. You are allowed to appeal once per each program. Completing a SAP appeal does not guarantee approval.

Appeals will be reviewed by the Satisfactory Academic Progress Appeal Committee. The Committee consists of members from various colleges and departments at GSU. The Committee will decide if your financial aid should be reinstated or remain in cancellation. Please be aware that if the Committee reinstates your financial aid eligibility they will require certain stipulations that must be met each term. Failure to meet these stipulations at any point in time will result in your financial aid once again being cancelled. You will be notified in writing by mail or via email of the Committee's decision. The Committee's decision is final.

### **Steps to complete Appeal:**

#### **1. Complete the Satisfactory Academic Progress Appeal Form.**

State clearly the circumstances which prevented your meeting the SAP requirements:

- What occurred, why did you fail to meet SAP requirements?
- How have you resolved the circumstances so that they will not continue to affect you in the future?

#### **2. Meet with your academic advisor to complete the Evaluation of Academic Performance Form and an updated Study Plan.**

- It must verify your major
- It must list the specific courses and number of hours remaining for your major and degree completion.

If you submit your appeal without the evaluation from your academic advisor, your appeal will not be considered.

You must also submit a DEGREE STUDY PLAN if you have been cancelled for exceeding the maximum time frame requirement to complete your degree

#### **3. Submit your complete appeal packet and all supporting documents by the published deadline for the term for which you are appealing.**

- Appeals without supporting documentation will be denied. **Please see page 2 for examples of supporting documentation.**
- If a professional is providing a letter to support your appeal, it must be signed, dated and on letterhead.
- All letters must include contact information for the committee to contact if they determine follow – up is necessary. However, you must document your circumstances in writing. Do not expect for the committee to use this contact information to call and document your circumstances for you.

**EXAMPLES OF APPROPRIATE SUPPORTING DOCUMENTATION ARE AS FOLLOWS:**

FAMILY CIRCUMSTANCES	MEDICAL CONCERNS	WORK CIRCUMSTANCES
Marriage Certificate Birth Certificate Divorce Papers Court Documentation Police Report Copy of Plane Ticket	Copy of medical bills Statement from Doctor	Letter from Employer Unemployment Statement
DEATH	EMOTIONAL CONCERNS	ACCIDENT
Death Certificate Obituary	Letter from Counselor/ Therapist	Police Report Medical documentation Car repair bills

Submitting incomplete documentation will result in a delay in processing your appeal or cancellation of your appeal.

All requests will be reviewed by the Financial Aid Satisfactory Academic Progress Appeal Committee. Appeals submitted after the deadline will not be reviewed until the next committee meeting. You will be informed of the decision in writing. Students whose appeals are denied will have all aid cancelled and will be responsible for paying for their classes or dropping them within the required refund period. Your classes are not automatically dropped when your financial aid is cancelled.

**FINANCIAL AID APPEAL DUE DATES**

**The Committee meets the week after the appeal due date**

FALL 2016	SPRING 2017	SUMMER 2017
Thursday, August 4, 2016	Thursday, January 5, 2017	Thursday, April 27, 2017
Thursday, August 18, 2016	Thursday, January 26, 2017	Wednesday, May 11, 2017
Wednesday, September 22, 2016	Thursday, February 23, 2017	Wednesday, June 22, 2017
Thursday, October 27, 2016	Thursday, March 30, 2017	