



## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Read carefully and follow these steps to file your appeal:

1. Appeal forms must be received by the Financial Aid Office within 14 days from the date you received your Satisfactory Academic Progress Letter.
2. Complete and sign the SAP Form
3. Attach a typed personal statement with supporting documentation. Your statement should contain the following:
  - What was the circumstance that caused your inability to earn the number of credits and/or the required GPA or exceeding the 150%. If you are citing medical issues please submit a letter from your physician.
  - What has changed or what steps have you taken to resolve the situation so that you can be successful the next period of enrollment.
  - Submit an academic plan signed by you and your Academic Advisor. If you are on Academic Probation attach a copy of the agreement you made with Student Success.

Return the appeal form with all supplemental information and supporting documentation to the Office of Financial Aid. Upon receipt of a complete appeal form your appeal will be reviewed. You will be notified via email. Appeals missing requested documentation will not be reviewed. Please be aware during the appeal process or if you are denied an appeal you will not be eligible for Financial Aid including GCU Institutional awards. You may be eligible for alternative loans should you lose your financial aid. These are loans through private lenders.

Students who are not on Academic Probation and cannot submit a copy of an agreement with Student Success must submit an ACADEMIC PLAN for completion of degree requirements and anticipated graduation date. This must be signed by the student's Academic Advisor and the student.

Student Certification:

I hereby certify that I have read and understand all information related to this appeal form. Additionally, I certify that all information reported on this appeal form and any attachments hereto are true, complete and accurate. I also authorized the Financial Aid Office to verify any information submitted.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach the signed academic plan you have developed with your Academic Advisor and/or a copy of the signed contract you have signed with Student Success.

Please attach your Personal Statement and supporting documentations if required.

Incomplete Appeals will not be reviewed.

If you have any questions regarding this Appeal please contact the Financial Aid Office at 732-987-2257 or email [cmccarthy@georgian.edu](mailto:cmccarthy@georgian.edu).

You have 14 days to complete and return the Appeal to the Financial Aid Office.

FINANCIAL AID USE ONLY

Date Notice of Appeal Letter Sent \_\_\_\_\_

Date Appeal Received \_\_\_\_\_

Documents Completed \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Result Appeal Letter Sent \_\_\_\_\_

Outcome

APPROVED \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

ATTACH LETTER WITH OUTCOME OF APPEAL AND ANY STIPULATIONS