



## Financial Aid Satisfactory Academic Progress Appeal Form

It has been determined that you are not meeting Financial Aid Satisfactory Academic Progress (SAP). Students denied financial aid due to unsatisfactory academic progress may appeal for reconsideration of financial aid eligibility. **Please visit Gulf Coast State College's financial aid website for more information concerning appeals.**

Student's Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reason for loss of financial aid eligibility:** (Mark all that apply)

\_\_\_\_\_ Appeal due to GPA below the minimum required for number of hours attempted.

1 - 14 hours attempted – Minimum of 1.50 GPA

15 - 29 hours attempted – Minimum of 1.75 GPA

30 or more hours attempted – Minimum of 2.0 GPA

\_\_\_\_\_ Appeal for failing to complete at least 67% of all attempted coursework (including transfer credits)

\_\_\_\_\_ Exceeded maximum number of hours allowed for declared major. (This includes all A.A., A.S., A.A.S. and Certificate programs.)

**Requesting appeal for the following term:**

\_\_\_\_\_ Fall term (August – December)    \_\_\_\_\_ Spring term (January – May)    \_\_\_\_\_ Summer term (May – August)

Instructions on next page

## APPEAL INSTRUCTIONS

There are three (3) required attachments. Failure to include these 3 items will result in an automatic denial.

### **Attachment 1 Detailed Letter of Special Circumstances**

Please make sure you address ALL terms when you experienced academic problems or withdrawals. The letter must clearly detail the circumstances that were **beyond your control** and prevented your progress. When possible, type your letter. The committee will not try to decipher poor handwriting.

The letter should include:

1. The circumstances which caused the student to be placed on Financial Aid suspension.

For Max Hour appeals: Please explain why you have attempted so many hours and whether or not you have completed a previous degree.

2. What has changed or what measures the student has taken to ensure progress in the future.
3. The student's educational goals.

### **Attachment 2 Supporting Documentation**

Documentation must be submitted in support of the personal statement. Appropriate documentation might include: copy of death certificate or obituary, statements from physicians, letters from counselors or therapists, copy of a police report, court documents, etc. Letters must be on official letterhead and must be signed.

For Max Hour appeals: At a minimum, attach copy of transcript from Oasis.

### **Attachment 3 Academic Degree Plan**

In accordance with federal guidelines, all students requesting an appeal must meet with an academic advisor to review their degree plan which will outline courses needed to graduate with your declared major.

**Please allow 14 business days for processing. A committee will convene to review your appeal and will notify students of the results via mail. Incomplete appeals will not be reviewed. If you do not receive a decision on your appeal by the time your tuition payment is due, you must make other personal arrangements to pay your fees for the current or upcoming semester in order to secure your schedule of classes. In making those arrangements you should not assume your appeal will be granted or that you will have your financial aid reinstated.**



## Financial Aid Appeal Academic Plan Worksheet

Note: Advisors are not available to complete academic plans during major registration.

To the Academic Advisor:

This student has been placed on Financial Aid Suspension and, at this point, is no longer eligible to receive federal financial aid including Pell Grant and student loans. He or she is appealing this suspension. A Financial Aid Appeal committee will review this student's appeal, but will need the information you provide on this Academic Plan Worksheet to help reach a more informed decision. Please discuss with the student their academic performance and goals and make necessary course recommendations for future academic terms. If you have any questions, please feel free to contact the Financial Aid office at ext. 3845. Thank you for your assistance.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Major \_\_\_\_\_ Advisor's Name \_\_\_\_\_

Academic Plan should only include those courses required to graduate:

Suggested Courses Term 1	Suggested Courses Term 2	Suggested Courses Term 3	Suggested Courses Term 4
Total Cr. =	Total Cr. =	Total Cr. =	Total Cr. =
Alternatives	Alternatives	Alternatives	Alternatives

Remaining Credits Needed to Graduate \_\_\_\_\_ Anticipated Grad Date \_\_\_\_\_

Comments:

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the Student:

If your appeal is approved, you're considered to be on financial aid probation and your financial aid eligibility will be reinstated for one semester.

To continue eligibility for future semesters, you must follow this plan AND

1. Complete all classes with grades of C or better and
2. Receive no Ds, Fs, Ws, or Is and
3. Earn a minimum 2.20 GPA for that term

By signing this academic plan, the student agrees to follow the plan with the grade requirements listed above. If you fail to meet the requirements of the plan and you are still not meeting the overall SAP requirements, your financial aid will be suspended.

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