



**GULF COAST COMMUNITY COLLEGE
FINANCIAL AID**

Satisfactory Academic Progress Appeal (SAP)

Your eligibility for financial aid has been suspended. Generally, all students receiving Title IV funding must maintain a minimum of 2.0 GPA, have a 67% or higher completion rate on all attempted courses (including transfer credits), and have not exceeded 150% of the required hours to complete their program. You must complete an appeal form, provide an explanation of your mitigating circumstances supported by appropriate documentation, and explain the positive actions you have taken to deal with your specific situation. Please carefully read and follow the instructions listed below.

NOTE: No review of your appeal will be made if all required items are not attached to your appeal statement.

INSTRUCTIONS

1. Completion of Appeal Form/Explanation of Mitigating Circumstances

Request for appeal must be completed in its entirety. In your written statement you must explain why you did not meet the financial aid standards for academic progress described in the college catalog.

- A. Be sure to address **ALL** of the semesters during which you experienced academic problems or withdrawals.
- B. Include a description of the actions you took to meet your responsibilities as a student during the time you experienced your mitigating circumstances.
- C. Describe what changes you have made or have occurred that will now enable you to meet the academic progress requirements in your next term of enrollment.

2. Required Documentation

Provide documentation to support your appeal. Examples of acceptable documentation include: statements from physicians, medical excuse, letters from counselors or therapists, copy of police report, court document, etc.

NOTE: Decisions will be based on the documentation submitted. Incomplete appeals will not be reviewed or considered.

PROCESS

Once your appeal is submitted, please allow at least 5 business days for processing. If the appeal is approved, certain conditions must be met in order for the appeal to continue from one term to the next. Generally, if an appeal is denied the student will regain eligibility for financial aid when they have met the standards of academic progress. If you have any questions concerning the appeal process, please refer to the Gulf Coast Community College general catalog.



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FINANCIAL AID

Satisfactory Academic Progress Appeal

Please Print

Student Name _____ SSN _____

Address _____
Street City State Zip

Telephone: Day _____ Evening _____

Requesting appeal for the following term:

_____ Fall Term (August – December)
_____ Spring Term (January – May)
_____ Summer Terms (May – August)

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

_____ Appeal due to GPA below the minimum required for number of hours attempted.
12 - 24 hours attempted – Minimum of 1.50 GPA
25 – 36 hours attempted – Minimum of 1.75 GPA
37 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.) A graduation contract completed with an advisor will also need to be submitted

CERTIFICATION: Please initial each statement to indicate you have read and understand the appeal process.

_____ The information I have provided is correct to the best of my knowledge

_____ I have attached all required documentation for my appeal to be considered.

Student Signature

Date

The back of this page **MUST** be completed.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS LETTER OF APPEAL
EXPLANATION OF MITIGATING CIRCUMSTANCES**

Please answer each section completely and to the best of your knowledge.

A. 1.) Review your transcripts 2.) Explain semesters with W's or poor grades.

B. Describe the actions you have taken to meet your responsibilities as a student during the time you experienced your mitigating circumstances.

C. Describe what changes will now enable you to meet the academic progress requirements in your next term of enrollment.

Student Signature

Date

(Attach additional pages if necessary.)

DO NOT FORGET TO ATTACH APPROPRIATE DOCUMENTATION