

Student Name _____ GSC ID # _____

A student whose financial aid eligibility is suspended may submit an appeal if he/she feels that an extenuating circumstance exists that affected the student's ability to achieve the minimum grade point average and/or completion rate defined at my.granite.edu/sap

Deadlines for Submittal: Appeals must be complete and received by the Office of Financial Aid by Noon on the following dates to be considered for reentry into the following terms: Summer: July 13, 2018; Fall: September 7, 2018; Winter: December 21, 2018; Spring: March 22, 2019. It is recommended you meet with your advisor well in advance of these deadlines to draft your academic plan.

Part A: Process

1. Review Granite State College's Satisfactory Academic Progress Policy and appeal process at my.granite.edu/sap
2. Write a letter to the SAP Appeal Committee. The letter must include:
 - A description of the extenuating circumstance that did not allow you to achieve the minimum SAP standard(s) AND
 - Supporting documentation of your extenuating circumstance (ex. doctors note, court document...) AND
 - Explanation of what has changed in your situation that will now allow you to demonstrate satisfactory academic progress at the next evaluation
3. Meet with your academic advisor to complete the Academic Plan (part B).
4. Your academic advisor will forward your complete appeal packet to the Office of Financial Aid. Complete packets will be reviewed one week from receipt from your academic advisor.
5. You will be notified in writing of the decision via the email listed in your official student record.

Part B: Academic Plan

You must create an academic plan with your advisor that will allow you to achieve the minimum SAP standards by the next scheduled review. If your appeal is approved you will be placed on probation for the upcoming term. If you are unable to meet the minimum SAP standards after probation you will be required to follow the academic plan through the end of 2018-2019 or until you achieve the minimum SAP standard, whichever comes first. Any academic plan will require a student to achieve at least a "C" in each course attempted while completing 100% of the credits in the academic plan. Any higher expectation will be communicated to you in writing. Academic Plans may not include more than eight credits per term.

Degree/Major _____ Remaining Credits for Current Program Completion _____

Term:		Term:		Term:		Term:	
Course #	Credits	Course #	Credits	Course #	Credits	Course #	Credits

Advisor's Signature _____ Date _____

Part C: Student Acknowledgment (Required)

- I have read and understand the Satisfactory Academic Progress policy to receive Financial Aid.
- I have attached a letter that explains my special circumstance and the documentation.
- I understand that all documentation submitted is confidential and only used in the SAP appeal process for verification.
- I understand that I must follow my academic plan if I do not achieve the minimum SAP standards after probation and any further requirements stated in my approval letter.
- I understand that all SAP Appeal decisions are final.

Student Signature _____ Date _____