

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](http://my.granite.edu/sap)

**Deadlines for Submittal:** Appeals must be complete and received by noon on the following dates to be considered for reentry into the following terms: Summer: July 14, 2017; Fall: August 25, 2017; Winter: December 22, 2017; Spring: March 23, 2018.

### Part A: Process

1. Review Granite State College's Satisfactory Academic Progress Policy and appeal process at [my.granite.edu/sap](http://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 2017-2018 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 \_\_\_\_\_

| Summer 2017 |         | Fall 2017 |         | Winter 2018 |         | Spring 2018 |         |
|-------------|---------|-----------|---------|-------------|---------|-------------|---------|
| 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 \_\_\_\_\_