



# Academic Advisor Appeal Instructions

## About This Agreement

This form must be completed by the student's Success Coach.

The student must then submit the completed form along with the rest of their documents as part of their Financial Aid Appeal. The student will be notified of the Appeals Committee's decision via their Viking student email within 1-2 weeks of submission.

If the appeal is approved, the student is required to demonstrate progress towards their degree or certificate at the end of each semester by:

1. Having a term GPA of 2.5
2. Completing 75% of all courses attempted during the term
3. Only taking courses that apply toward the completion of the approved degree audit

**Completion of this form does not guarantee the Financial Aid appeal will be approved.**

**Please note: Typed signatures will not be accepted. Only electronic or physically signed documents will be accepted.**

## How to Submit:

### Success Coach

Please give a completed and signed copy of this form to the student, including their degree audit(s)

### Student

Sign and return this form along with your degree audit to:

Grayson College Office of Financial Aid  
6101 Grayson Drive • Denison TX, 75020-8299

Email to:

[financialaid@grayson.edu](mailto:financialaid@grayson.edu)

Fax to: 903.463.3908



Grayson College Financial Aid  
**Academic Advisor  
 Appeal Agreement**

Return completed and signed form to:  
 Email: [financialaid@grayson.edu](mailto:financialaid@grayson.edu)  
 Fax: 903.463.3908  
 Grayson College Office of Financial Aid  
 6101 Grayson Dr. Denison, TX 75020-8299

\* = Required field

**Student Information**

Student Name\*: \_\_\_\_\_ Email\*: \_\_\_\_\_  
 Student ID\* \_\_\_\_\_ Phone Number\*: \_\_\_\_\_  
 Date of Birth (m/d/yyyy)\* \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Student Address**

Street Address: \_\_\_\_\_  
 City, State, and Zip Code \_\_\_\_\_

**Degree Audit Information**

Student Degree Audit Major \_\_\_\_\_  
 Degree Audit Year \_\_\_\_\_ Total Hours in Program \_\_\_\_\_  
 Hours Completed \_\_\_\_\_ Hours Remaining to Complete \_\_\_\_\_  
 Is the student certificate seeking?      Yes      No      Is the student degree seeking?      Yes      No  
 Has the student been provided with advising regarding the successful completion of degree/  
 certificate requirements?      Yes      No  
 Is the student allowed re-enrollment in a special admissions program for the upcoming term?      Yes      No  
 Is the student seeking a dual major?      Yes      No

**Comments**

Describe your recommendations to the student in regards to academic improvement.      Additional Comments:

**Signature**

**Student Signature**

\_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

**Advisor Signature**

\_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

**Statement of Non-Discrimination/Equal Opportunity Policy**

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships, and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, Grayson College shall not discriminate either in favor of or against any person on account of race, creed, color, gender, national origin, age, religion, or disability. GC does not discriminate on the basis of sex in the educational programs or activities it operates. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office of Civil Rights. The Title IX Coordinator is the Director of Title IX and Student Conduct. 6101 Grayson Drive, Denison, Texas 75020, 903.415.2614