



Financial Aid SAP Appeal Instructions

Submitting your Financial Aid Appeal

Required Documents

You must submit the following 3 items with this form:

1. **Typed Letter** to Grayson College Appeals Committee
2. Supporting Documents
3. Meet with your success coach to complete the **Academic Success Plan and Degree Audit**

How to Submit

Return to: Grayson College Financial Aid Office.
6101 Grayson Drive • Denison TX, 75020-8299

Email to: financialaid@grayson.edu

Fax to: 903.463.3908

Typed Letter

Provide a typed letter addressed to the Grayson College Appeals committee that answers the following questions:

1. Why did you fail to meet Satisfactory Academic Progress (SAP)?
2. What **mitigating circumstances** did you have that made it difficult to maintain Satisfactory Academic Progress? **Explain** any F's and/or W's on your transcript, any major changes, and any earned degrees you are no longer pursuing for each term/semester where SAP was not met.
3. What has changed to improve the mitigating circumstance that will help you regain your eligibility or be successful in your educational pursuits?

Supporting Documentation

Provide documentation supporting claims for mitigating circumstances. For example:

- Death certificates or obituaries clearly stating the relationship of immediate family member between the student and the deceased.
- Medical discharge forms or a doctor's note on letterhead with a wet signature, clearly stating the dates in which the student was evaluated and/or diagnosed. These dates should match timeframe of unsatisfactory progress.
- A letter from a professional (attorney, religious advisor, teacher, counselor, etc.) on letterhead with a wet signature, clearly stating the student's mitigating circumstances and appropriate dates.

Explanation of Terminology

SAP: Satisfactory Academic Progress means a GPA of 2.0 or higher, a completion rate of at least 67% or higher, and the attempted program hours have to be less than 150% of published program length. Financial Aid Good Standing: Maintaining a cumulative GPA of 2.0 or higher, a Pace of at least 67% or higher, and cumulative attempted program hours must be less than 150% of the published program length.

Financial Aid Warning: A status assigned to a student who fails to maintain SAP by not meeting a cumulative GPA of 2.0 and/or a cumulative pace of 67%. The student is permitted to receive Financial Aid for one additional semester. If by the end of the warning semester the student still has not regained standards, the student status will change to Financial Aid Suspension immediately following the semester where requirements fell below standards.

Financial Aid Suspension: A status assigned to a student who has failed to meet the requirements of Satisfactory Academic Progress. Cumulative GPA is less than 2.0, pace is less than 67%, and/or attempted cumulative hours exceed 150% of the published program length. Students who fail to meet the terms of their Academic Plan will be placed on suspension.

Academic Success Plan: A status assigned to a student who successfully appeals Financial Aid Suspension and is approved by the Appeals Committee. Students who are placed on an Academic Success Plan must maintain a term 2.5 GPA and 75% semester/term pace until eligibility is regained or the completion of degree/certificate program.

Grade Point Average (GPA): A measure of a student's academic achievement at an institution, calculated by dividing the total number of credits or hours. Students must maintain a cumulative GPA of greater than or equal to 2.0.

Pace: Is the calculation of a student's completion rate (cumulative earned hours divided by cumulative attempted hours must be greater than or equal to 67%).

Maximum Timeframe: Per federal regulations, when it becomes mathematically impossible for a student to complete their degree program within 150% of its length they are no longer eligible for federal student aid.

Financial Aid Appeal: A process for a student who fails to maintain SAP to petition the school's Financial Aid Appeals Committee to be reconsidered for eligibility to receive financial aid funding.

Mitigating Circumstances: Unusual circumstances beyond the student's control. Listed below are situations that may or may not be considered.

Mitigating Circumstances **may** include:

- Death of an immediate family member
- Injury*
- Illness or severe medical condition*
- Other special or extenuating circumstances

**: of a student or immediate family member*

Appropriate documentation is required to validate all mitigating circumstances.

Mitigating Circumstances **may not** include:

- Student did not like the instructor or had a conflict with the instructor
- Student did not understand college and was not ready or mature enough
- Death or illness of a friend or relative not in the immediate family
- Withdrew or stopped attending to avoid a bad grade
- Student states: Nobody told me that would affect me
- A change in a student's work schedule

Approved Appeal: Student will be placed on an Academic Success Plan and will be required to meet terms of plan as stated in approval letter.

Denied Appeal: Student will not be eligible to receive all financial aid funding including: Federal, State, and/or some institutional scholarships.



Grayson College Financial Aid

Financial Aid SAP Appeal

2025-2026

This form provides proof of your intention to appeal for financial aid.

* = 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* _____

Reason for Suspension

Select all that apply.

Cumulative GPA is below a 2.0

Cumulative pace (cumulative earned hours divided by cumulative attempted hours) is below 67%

Will reach 150% of max timeframe of current academic program length before program completion

Did not meet terms of academic plan (Term GPA of 2.5 and Pace of 75%)

Academic Details

Term you are appealing for: Fall Spring Summer
What is your current major? _____

Are you submitting a change of major? Yes No
What major/program will you be pursuing for this appeal? _____

Does the program/major you're entering require acceptance? Yes No

If required, have you been accepted? Yes No

Signature

Printed Name*: _____

Student Signature* ☒

Date (mm/dd/yyyy)* _____

By signing this document I certify the explanation, documentation, and information I have provided are true and correct. I understand it may take up to 1-2 weeks from the time I submit my appeal to receive a decision.

Please fill and sign completed form, and return to :
Grayson College Financial Aid Office.
6101 Grayson Drive • Denison TX, 75020-8299

Email Forms to: financialaid@grayson.edu
Fax forms to: 903.463.3908

Students are REQUIRED to use their GC canvas account or their GC email account for all electronic communication. GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account in order to ensure the identity of the student when communicating electronically.

Office Use Only

SAP: <input type="checkbox"/> Good <input type="checkbox"/> AP <input type="checkbox"/> Warn <input type="checkbox"/> Susp.	Mitigating Circumstance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation: <input type="checkbox"/> Yes <input type="checkbox"/> No	VA Benefits Only: <input type="checkbox"/> Yes <input type="checkbox"/> No
Cumulative GPA: _____	Cumulative Pace: _____	Max Timeframe: _____	<input type="checkbox"/> Comments <input type="checkbox"/> Notes <input type="checkbox"/> Holds
Term GPA: _____	Term Pace: _____	Date Letter Sent: _____	FAO: _____
Previous Appeals: 1 2 3 4+	R2T4: <input type="checkbox"/> Yes <input type="checkbox"/> No	Appeal Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	