

# Office of Financial Aid

## Financial Aid SAP Appeal 2024-2025

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



STUDENT INFORMATION	
Student Name:	Student ID:
Student Address:	Student Date of Birth:
City, State, Zip:	Student Email:
Student Phone:	Student Alternate Phone:

REASON FOR SUSPENSION (check all that apply)	
<input type="checkbox"/> Cumulative GPA is below a 2.0. <input type="checkbox"/> Cumulative pace (cumulative earned hours divided by cumulative attempted hours) is below 67%. <input type="checkbox"/> Will reach 150% max timeframe of current academic program length before program completion. <input type="checkbox"/> Did not meet terms of academic plan (term GPA 2.5 and Pace 75%)	
Term you are appealing for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	What is your current major?
What major/program will you be pursuing for this appeal?	Are you submitting a change of major? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the program/major you're entering require acceptance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you been accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED DOCUMENTS
<input type="checkbox"/> Provide a <b>typed</b> letter addressed to the Grayson College Appeals committee that answers the following questions: <ol style="list-style-type: none"> <li>Why did you fail to meet Satisfactory Academic Progress (SAP)? (*see back page)</li> <li>What <b>mitigating circumstances</b> (*see back page) did you have that made it difficult to maintain Satisfactory Academic Progress? <b>Explain</b> 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.</li> <li>What has changed to improve the mitigating circumstance that will help you regain your eligibility or be successful in your educational pursuits?</li> </ol>
<input type="checkbox"/> <b>Provide documentation</b> supporting claims for mitigating circumstance(s). Some examples are: <ol style="list-style-type: none"> <li>Death certificates or obituaries clearly stating the relationship of immediate family member between the student and the deceased.</li> <li>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.</li> <li>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.</li> </ol>
<input type="checkbox"/> <b>Meet with a Success Coach</b> to have an <b>Academic Success Plan and Degree Audit completed</b> ; return all documentation to the <b>Financial Aid Office</b> with this appeal form.

SIGNATURE		
By signing this document I certify the explanation, documentation, and information I have provided are true and correct. <b>I understand it may take up to 1-2 weeks from the time I submit my appeal to receive a decision.</b>		
Student Printed Name:	Student Signature:	Date:

## FINANCIAL AID 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"/> Y <input type="checkbox"/> N	Documentation: <input type="checkbox"/> Y <input type="checkbox"/> N	VA Benefits Only: <input type="checkbox"/> Y <input type="checkbox"/> N
Cum GPA:	Cum 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"/> Y <input type="checkbox"/> N	Appeal Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	

## GLOSSARY

**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 the 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.

Send forms to: Grayson College Financial Aid Office • 6101 Grayson Drive, Denison, TX 75020-8299  
Email forms to: [financialaid@grayson.edu](mailto: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.