



Financial Aid SAP Appeal Instructions

Submitting your Financial Aid Appeal

Required Documents

You **must** submit the following items with this form:

1. **Typed Letter** addressed to Grayson College Appeals Committee
2. Supporting Documents
3. Academic Advisor Appeal Agreement and Degree Audit (**must be signed and dated by both the student and the Success Coach**)
4. **Acceptance letter**, if applicable, to a competitive program such as nursing, dental program, radiological tech, etc.)

Typed Letter

Typed letter addressed to the Grayson College Appeals Committee must answer 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 SAP? **Explain** any F's and/or W's on your transcript, any change of major, and any earned degrees you are no longer pursuing for each 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?
4. Why you need financial aid.

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 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 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 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 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, cumulative 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 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 Plan must maintain a 2.5 semester GPA and 75% semester 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. 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 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 Plan and will be required to meet the terms of the plan as stated in the approval letter.

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



Grayson College Financial Aid
Financial Aid SAP Appeal
2026-2027

Return completed and signed form to:
 Email: 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* _____

Academic Details

<p>Term you are appealing for:</p> <p style="text-align: center;">Fall Spring Summer</p> <p>What is your current major?</p> <p>_____</p> <p>Does the program/major you're entering require acceptance?</p> <p style="text-align: center;">Yes No</p>	<p>Are you submitting a change of major?</p> <p style="text-align: center;">Yes No</p> <p>What major/program will you be pursuing for this appeal?</p> <p>_____</p> <p>If required, have you been accepted?</p> <p style="text-align: center;">Yes No</p>
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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.

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