



Financial Aid Office • P.O. Box 309 • Jamestown, NC 27282
(336) 334-4822 Ext. 5352 (GSO) • (336) 454-1126 Ext. 5352 (HP)

Satisfactory Academic Progress Appeal Instructions

Student Name: _____ **GTCC ID# :** _____

Telephone Number: _____ (where you can be reached during business hours)

You are ineligible for financial aid because you no longer meet the requirements for Satisfactory Academic Progress. Because you are ineligible to receive aid, you may continue to attend classes at your own expense or you may appeal to the Financial Aid Office if you have mitigating circumstances. Examples of these circumstances would include, but are not limited to illness, accident, death in the family, prior degree, or military service. If you wish to appeal, follow the instructions below.

LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:

You must provide a signed letter of explanation detailing the date the problem occurred, the nature of the problem, and how your studies were affected.

REQUIRED SUPPORTING DOCUMENTATION:

1. **If your completion rate is below 66% and/or you have a cumulative GPA that is below 2.00**, a letter of support is required from someone who knows of your situation.
2. **If your completion rate is below 66% and/or you have a cumulative GPA that is below a 2.00**, you must complete an Academic Plan. To create the Academic Plan for your Appeal, complete the Academic Plan worksheets available in the Financial Aid Office or on the web and meet with a counselor in the Counseling Center to review it.
3. **If you have exceeded your time limit for the completion of your program of study**, it is required that you provide a faculty advisor's statement written on school letterhead giving the month and year of your expected graduation date.

You may want to include additional documentation if it will help explain your situation. This may include:

- Statement from a health care professional
- Statement from a faculty advisor
- Legal documentation

Review: All appeals **MUST** include the following:

1. Appeal Instruction Form (this form)
2. Signed letter of explanation
3. Required supporting documents

Return this form and all documentation to:

Guilford Technical Community College
Attn: Financial Aid Office
P.O. Box 309
Jamestown, NC 27282
Fax: (336) 454-2510