

SAP Appeal Policy

If you lose your financial aid eligibility you may submit an appeal for consideration of the extenuating circumstances that may have affected your progress.

Financial Aid SAP Appeal Process

You should review the Satisfactory Academic Progress (SAP) Policy to determine if you are eligible to appeal your loss of financial assistance. Complete the appeal form and submit it along with ALL supporting documentation.

Students appealing for reinstatement of their financial aid are not eligible for financial aid assistance. Students are required to pay all expenses and if the appeal is approved, they will be awarded financial aid when all required documentation has been received.

Submitting an appeal with the required documentation does not guarantee that the appeal will be approved. All of the documentation presented will be reviewed by the SAP Appeals Committee and a decision will be made at that time. You will receive notification regarding the decision of your appeal by e-mail to your Titan Live address.

Steps for Appeal

- Complete the SAP Appeal Form. The form can be found on the forms page of our website. Describe in detail the extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress AND what steps you intend to take to assure that you will maintain SAP in the future.
- Submit the SAP Appeal Form and ALL Documentation to the GTCC Financial Aid Office. Appeals should be received in the Financial Aid Office 40 days prior to the start of the semester for which you are trying to establish eligibility. Students appealing after this time frame should be prepared to pay for the semester's expenses out of pocket. If faxing or mailing in your documents, write your Student ID Number on EACH page.
- If the Appeal is Granted, you will be required to complete each semester with a 2.0 GPA and earn passing credits in 75% of your attempted classes each term until you regain Satisfactory Academic Progress or graduate, whichever comes first. You will not be allowed to submit another appeal for the same type of appeal, such as for an illness.

Denied Appeals

If your appeal is denied, you will be asked to attend at your own expense and earn the deficiency either in the hours, GPA or both (you cannot make up a deficiency if your appeal was due to exceeding the maximum time frame to earn a degree). If you did not maintain SAP due

to a deficiency in hours, you may take the hours at another institution as long as GTCC accepts the transfer hours. After you complete this semester, you must submit an appeal form to the Financial Aid Office as stated above.