



Financial Aid Office P.O. Box 309 Jamestown, NC 27282

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**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM
(GPA/Completion Rate)**

Student Name: _____ GTCC ID#: _____

Telephone: (____) _____ Titan Live E-mail: _____

I understand that my appeal will be denied if it does not meet the criteria from Section III. Upon approval, I understand I must meet all of the conditions of Section I or my appeal will be cancelled and I will no longer be eligible for grants or loans at GTCC. I understand I will remain on probationary status until my cumulative GPA is 2.0 or above AND my cumulative completion rate is 67% or above.

My signature confirms that I understand the terms of the appeal and that I have provided accurate, complete and current information.

Student Signature _____ Date _____

I. By initialing each item listed below, you are indicating that you understand and agree to abide by the following conditions of the appeal if approved:

_____ I **must** achieve a semester Grade Point Average (GPA) at least 2.0 or better for each semester of approval.

_____ I **must** maintain at least a 75% or better completion rate for each semester of approval.

II. Attach a separate written or typed, detailed explanation and describe each semester of unsatisfactory academic progress. It must have been an extenuating circumstance(s) beyond your control.

_____ The issues that caused my unsuccessful performance the semester(s) I made an F, R or W are explained

_____ The ways those issues have been resolved are explained in detail

_____ My academic plan to achieve success is included

III. Attach supporting third party documentation. Include your name and student identification number on each page. Appeals submitted with insufficient or no documentation will be denied. Examples of extenuating circumstances along with acceptable documentation include, but are not limited to:

- Extended illness or hospitalization. Submit Medical records, Doctor's letter, MyChart, etc
- Unanticipated, serious medical or psychological difficulty. Submit same as above
- Death or extended illness of an immediate family member. Submit Funeral Program or Newspaper Obituary also Proof of relationship
- Military service. Submit Orders
- Transportation, Job, Place to Live, etc., daily issues now resolved. Submit valid Driver's License, valid car registration, Proof of job, Rental Lease copy, etc.

Students who have exceeded the maximum timeframe must also submit a separate maximum timeframe appeal form.

-----Office Use Only-----

Semesters: _____ Deadline: _____

GPA: _____ Completion Rate: _____ Reinstatement Term: _____ Second Appeal: _____