GUIDELINES

Students failing to meet SAP requirements may appeal this determination to the Satisfactory Academic Progress Appeals Committee of the Student Financial Aid Office. An appeal must be based on significant mitigating circumstances.

Please read and submit the appeal by the appropriate semester final deadline. If the appeal is not received by the semester final deadline, the appeal will be processed for the following semester.

**Semester Submission Deadlines:**
- **Fall Semester Priority Deadline:** July 16
- **Fall Semester Final Deadline:** September 30
- **Spring Semester Priority Deadline:** November 19
- **Spring Semester Final Deadline:** February 25

- You must complete all sections of the appeal; Steps I – IV.
- Attach a letter of explanation with corresponding dates and documentation to support your appeal.
- You must include a statement of what has changed in your situation that would allow you to demonstrate satisfactory academic progress at the next evaluation. Include a detailed plan of action you are taking to ensure you will meet SAP standards.
- Completed forms will be reviewed within 30 business days.
- Retain this instruction sheet and keep copies of your documents for your records. The Office cannot return documents or provide copies at a later date. Place student’s panther ID Number on all documents.
- Incomplete information or documentation will be denied.

*NOTE: Academic Renewal Students- All hours are included in the Satisfactory Academic Progress calculation.*

For additional information visit us on the web at [http://www.gsu.edu/financialaid/SAP.html](http://www.gsu.edu/financialaid/SAP.html)

Circumstances that may be considered mitigating with supporting documentation

1. Serious illness, accident or injury to student or immediate family member (parent, spouse, sibling, child).
2. Death of immediate family member (parent, spouse, sibling, child).
3. Divorce experienced by you or your parent.
4. Significant trauma in student’s life that impaired the student’s emotional and/or physical health.
5. Other significant unexpected and documented circumstances beyond the control of the student.

Documentation may include, but is not limited to, one or more of the following:

1. Statement from your doctor on letterhead and signed by physician.
2. If you have a Hardship Withdrawal, you must indicate that in your appeal letter.
3. Documents previously submitted with the Hardship Appeal may be requested.
4. Death certificate or obituary (include relationship to student).
5. All students must complete the Academic Review Form. Your Academic Advisor’s review and signature is required. See section III.

SUBMISSION OF AN APPEAL DOES NOT GUARANTEE APPROVAL

PLEASE PLAN TO PAY YOUR TUITION & FEES THROUGH OTHER RESOURCES WHILE YOUR PETITION IS BEING REVIEWED

If you did not have any mitigating circumstances which prevented you from meeting Satisfactory Academic Progress, you may regain financial aid eligibility by using your own resources to attend and complete coursework until you meet standards.

Changes in major and double majors are not viewed as mitigating circumstances, since the standard is quite generous in the time frame allowed to complete a degree.
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL UNDERGRADUATE

This appeal is for students who are not meeting the standard of satisfactory academic progress and have mitigating circumstances. Complete all sections.

Completed forms will be reviewed within 30 business days. Written notification of the decision will be mailed.

STUDENT INFORMATION

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STEP I: Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking the category that applies to you. You must also follow the instructions for the category. The appeal and documentation must be submitted as a complete package. Incomplete appeals will be denied.

☐ Serious illness, accident or injury, to student or immediate family member (parent, spouse, sibling, child).
   Write a detailed statement of the circumstances. Attach supporting documentation; physician’s statement, police report or other documentation from a third party professional; hospital billing statement, etc.

☐ Death of an immediate family member (parent, spouse, sibling, child).
   Write a detailed statement of the circumstances; include the name of the deceased and relationship to you. Submit a copy of the obituary and/or death certificate.

☐ Divorce experienced by you or your parent.
   Write a detailed statement of the circumstances. Attach an attorney's letter on law firm's letterhead or copy of divorce decree.

☐ Significant trauma in student’s life that impaired the student’s emotional and/or physical health.
   Provide a detailed explanation regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc.

☐ Other significant unexpected and documented circumstances beyond the control of the student.
   Write a detailed statement of the circumstances, include dates. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc.
**STEP II: Please provide the following information as part of your appeal.**

1. Write a statement indicating what has changed in your situation that would allow you to demonstrate satisfactory academic progress at the next evaluation. Include additional sheets if needed.

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2. Include a detailed plan of action you are taking to ensure you will meet SAP standards. Include additional sheets if needed.

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**STEP III: Academic Review**

The Academic Review must be completed by the student’s Academic Advisor or College along with the student. This section is completed to determine the student’s opportunity for meeting the SAP standards and to support the student’s appeal for reinstatement of financial aid eligibility.

Anticipated Graduation Date: _____________________________

Major: ____________________________________________________________________

Student’s cumulative GPA_____________________

Number of remaining credit hours needed to complete degree: ______________________

Is this student completing a dual degree?   Yes     No

Did this student have a change of major?   Yes     No

Could this student graduate now with the completed credit hours currently on file?   Yes     No

**Terms and Courses Required to Complete Degree**

Please map the student’s academic progression for one year (equivalent 2 terms) or to completion.

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Grade Point Average Deficiency Only (For students below the required GPA).
Please answer one.

☐ For a single semester: What GPA is needed to return to good academic Standing? GPA = ______________

☐ For a student who cannot reach the required GPA in a single semester: What semester by semester GPA is needed to allow the student to return to good academic standing? ______________ GPA.

Good standing could happen by the end of ________________ (fall, spring, and summer) semester of ______________ academic year.

Advisor’s Name (print) ____________________________________________ Phone____________________
Advisor’s Signature_______________________________________________ Date____________________
College/Department_______________________________________________
Additional comments:________________________________________________________________________
__________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

STEP IV:
Certification Statement:
I declare under penalty of perjury that the information provided for this petition is true and correct.

Student’s Name (print) ____________________________________________
Student’s Signature ________________________________________________________________________
Date____________________

Return this form to:  OFFICE OF STUDENT FINANCIAL AID
P.O. Box 4040    Atlanta   GA  30302-4040
Phone: 404-413-2600    Fax: 404-413-2102

In-person/ ENROLLMENT SERVICE CENTER
Sparks Hall……Room 227