

Requesting A SAP Appeal

Step One:

You may have already registered for an account inside of the verification portal to submit an appeal. However, you are creating an account for the first time, continue to *Step Two*. If you already have an account, skip to *Step Three*.

Step Two:

Creating an account for the first time:

- Please log into PAWS and select the appeal button to be linked to the registration page in the appeals portal.
- You must enter your demographic information as it appears on the FAFSA. You will be asked to provide your preferred email address which is your GSU student email address.

Step Three:

Once you have registered and have an account, click the **Add** button to open the list of available Appeal Transactions

Student Profile

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Account Transactions ISIRs Activity

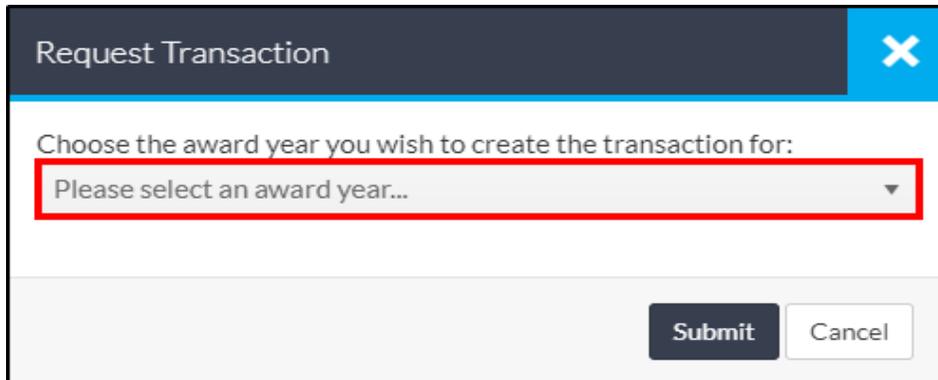
Transaction	Award Year	Tracking Group	Creation Date and Time	Status	Last Status Update	Review
No records available.						

10 items per page 0 - 0 of 0 items

Step Four:

Click the "**Please select an award year...**" dropdown menu. Next, select the award year for which the appeal is being requested and hit **Submit**.

- Only current award years are available to be requested.
- This means if an award year you wish to select is not appearing in the list, an appeal for that year cannot be submitted.



Request Transaction

Choose the award year you wish to create the transaction for:

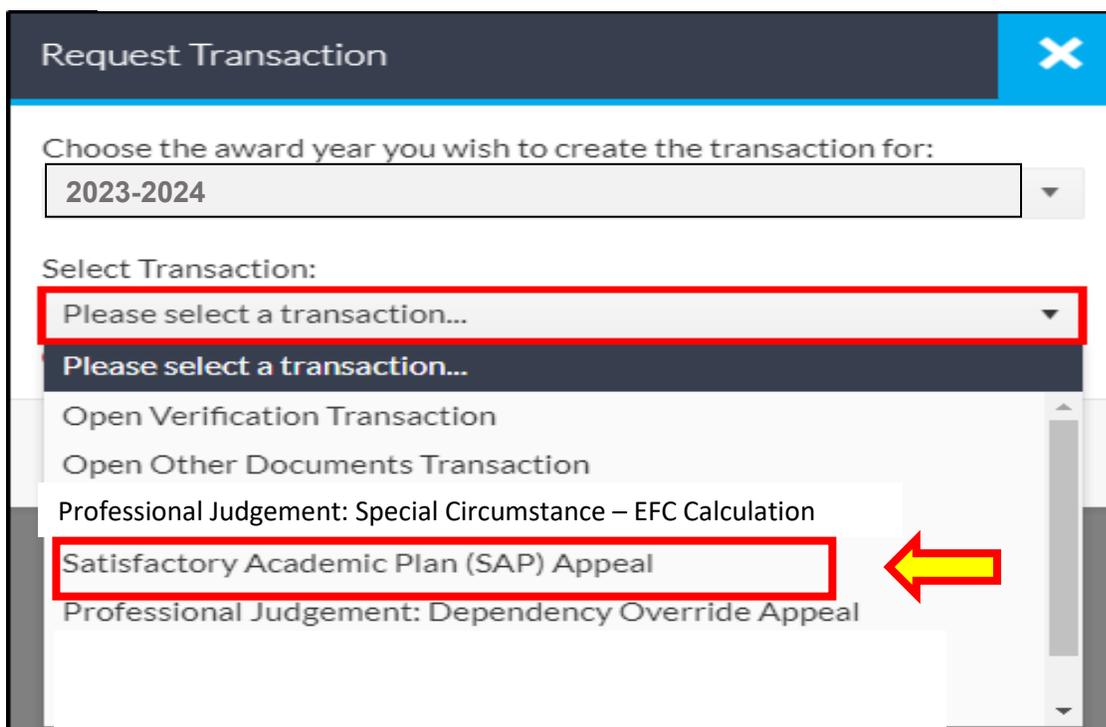
Please select an award year...

Submit Cancel

Step Five:

Next, after selecting a year, click the "**Please select a transaction...**" dropdown menu to select the type of appeal transaction you wish to file.

- For SAP appeals, please select the **Satisfactory Academic Plan Appeal**
- Next, provide a brief statement explaining why you need this appeal.
- Then hit the **Submit** button to begin the application and the supporting documentation submission process.



Request Transaction

Choose the award year you wish to create the transaction for:

2023-2024

Select Transaction:

Please select a transaction...

Please select a transaction...

Open Verification Transaction

Open Other Documents Transaction

Professional Judgement: Special Circumstance – EFC Calculation

Satisfactory Academic Plan (SAP) Appeal

Professional Judgement: Dependency Override Appeal