

How to File an SAP Appeal

Appeals are submitted and processed inside of the verification portal located at [GSU.verifymyfafsa.com](https://gsu.verifymyfafsa.com) (VMF) portal. For students who have never logged into the verification portal an account must first be created first. Selecting the SAP Appeal notification button in your PAWS account will link you to the registration page of the verification portal.

Step One: Creating an Account

If you have previously logged into the verification portal skip to step two.

Selecting the SAP Appeal notification button in your PAWS account will link you to the registration page of the verification portal. You can find the appeal button on the HOME tab in your PAWS account. To create an account, you must enter your demographic information exactly as it appears on the FAFSA. You will be asked to provide your preferred email address which is your GSU student email address.

Step Two:

Log into the verification portal at gsu.verifymyfafsa.com. After you have logged in, you must select the “Request” button on the upper right-hand side of the page. Select “SAP Appeal”

Step Three:

Provide a short statement on why the appeal is being submitted. After the brief statement is created you will be able to access the customized SAP appeal form

Step Four:

You must select from multiple categories what personal mitigating circumstances caused you to withdraw or fail courses and not meet the required SAP standards. A document requirement for the category you select will automatically populate. An upload button for documents required for the category you selected will then appear.

Step Five:

A requirement for an Academic Improvement Program Plan will populate. You must then meet with an academic advisor to devise an enrollment plan that will help you get back into good standing.

After all required documents have been uploaded, the appeal will be reviewed by a committee. The processing time is up to two weeks.