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SATISFACTORY ACADEMIC APPEAL

This appeal is for students who are not meeting the standard of satisfactory academic progress or who are returning to earn a second undergraduate degree. Complete all sections of the appeal. Incomplete appeals will be returned. **Completed forms will be reviewed within 30 working days. STUDENTS WILL BE NOTIFIED IN WRITING OF OUR DECISION.**

STUDENT INFORMATION

Student's Last Name		First	MI
Phone Number			
Home ()		Cell ()	
Address			
Street			Apt/Suite No.
City	State		Zip Code

BASIS FOR ACADEMIC APPEAL

☒ Check all that apply and attach supporting documentation

For examples of supporting documentation, please refer to the guidelines on page 1.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Academic Renewal Student | <input type="checkbox"/> Time Frame |
| <input type="checkbox"/> Registered with Office of Disability Services
(Please attach current letter from ODS) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Second Baccalaureate | _____ |

ADVISORY ASSESSMENT *(Required for Maximum Time Frame and Second Baccalaureate Degree Students ONLY)*

Please have your Academic Advisor complete the information below:

FOR ACADEMIC ADVISOR USE ONLY	
Anticipated Graduation Date: _____	Hours needs to complete degree: _____
Comments: _____	

Advisor's Signature _____	Date _____

****PLEASE BE PREPARED TO PAY ALL TUITION AND FEES THROUGH RESOURCES OTHER THAN FEDERAL AND STATE FINANCIAL AID WHILE YOUR PETITION IS BEING PROCESSED****

Return this form to: **OFFICE OF STUDENT FINANCIAL AID**
P.O. Box 4040 Atlanta GA 30302-4040
Phone: 404-413-2400 Fax: 404-413-2102

ONE STOP SHOP
Sparks Hall.....rooms 227 and 228
Kell Hallroom 292
Hours: Monday – Friday from 8:30am to 5:15pm



OFFICE OF STUDENT FINANCIAL AID

P.O. Box 4040

Atlanta, GA 30302-4040

Phone: 404-413-2400 Fax: 404-413-2102

http://www.gsu.edu/es/financial_aid.html

**SATISFACTORY ACADEMIC PROGRESS APPEAL
GUIDELINES**

Instructions

1. Please read and submit form.
2. Attach a letter of explanation of circumstances
3. Attach documentation to support your appeal.
4. Incomplete information or documentation will delay processing.

Circumstances that may be considered extenuating with supporting documentation:

1. Personal injury, illness or physical disability
2. Death/illness of immediate family member
3. Time Frame (see #4 under Documents - below)
4. Academic Renewal (All hours are included in the Satisfactory Academic Progress calculation)

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

1. Statement from Doctor on letterhead and signed by physician.
2. If you have an approved Hardship Withdrawal, please indicate that in your appeal letter.
3. Death certificate or obituary (include relationship to student).
4. Letter from department (stating graduation date and hours needed to complete degree) along with **documentation** supporting extenuating circumstances.

NOTE: SUBMISSION OF DOCUMENTS DOES NOT GUARANTEE APPROVAL

If you did not have any extenuating circumstances which prevented you from meeting Satisfactory Academic Progress, you may re-gain financial aid eligibility by the following 2 options:

- Attend the summer session classes and complete the sufficient coursework to raise your academic progress to meet the standards. (You **may** still qualify for financial aid during the summer term)
- Use your own resources to attend and complete coursework until you raise your progress to meet the standards.

Changes in major and double majors are not viewed as extenuating circumstances, since the standard is quite generous in the time frame allowed to complete a degree.

Appeals: For additional information visit us on the web at www.gsu.edu/~wwwfia/undergraduate/index.html and click on maintaining aid or see the enclosed brochure.

APPEALS ARE PROCESSED WITHIN 30 DAYS OF RECEIPT

Note: You will be sent written notification of the results of our review. Due to the high volume of appeals we will receive, we have set **submission deadlines**:

Fall Semester Priority Deadline: **July 14**

Fall Semester Final Deadline: **September 29**

Spring Semester Priority Deadline: **November 17**

Spring Semester Final Deadline: **February 25**

*****PLEASE BE PREPARED TO PAY ALL TUITION AND FEES THROUGH OTHER RESOURCES OTHER THAN FEDERAL AND STATE FINANCIAL AID WHILE YOUR PETITION IS BEING REVIEWED*****