

SATISFACTORY ACADEMIC APPEAL

This appeal is for students who are not meeting the standard of satisfactory academic progress or 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 | |
|---|--|--|--|-------|--|--|--|----------|--|-----------------|--|-----------------|--|
| | | | | | | | | | | | | | |
| Panther # | | | | | | | | | | 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.

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

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: 404-651-2227 Fax: 404-651-3418
http://www.gsu.edu/es/financial_aid.html

SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES

Instructions

1. Please read and submit form.
2. Attach documentation to support your appeal.
3. 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 documentation)
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 a 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/hrs 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.

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*****