

KEEP THIS CHECKLIST FOR YOUR RECORDS

Please use the checklist as a guide to ensure you have submitted all the required items for your appeal to be considered.

- You have completed all sections of the financial aid appeal form.

- You have met with your Academic Counselor and developed an Academic Plan.

- You have attached the completed **Academic Plan** developed with and signed by your Academic Counselor.

- You have attached all **Supporting Documentation** of your mitigating circumstance.

- You have written your GPC ID number on all pages of the documents submitted.

- You have read the SAP policy and initialed each section of the policy.

- You have signed and dated the appeal form.

- You have made copies of this appeal form, the academic plan, and the supporting documentation for your records.

- You have registered for courses as listed on your academic plan.

Submit the Appeal form, Academic Plan, and Supporting Documentation via one of the methods below:

Mail: Attn: Student Financial Services, 555 North Indian Creek Dr., Clarkston, GA 30021

Fax: 678-891-3427

On Campus: Alpharetta, Clarkston, Decatur, Dunwoody, and Newton

IMPORTANT INFORMATION

Appeal Due Dates

TERM	First Day to Submit an Appeal	Last Day to Submit an Appeal
Fall 2015	June 23, 2015	August 21, 2015
Spring 2016	October 12, 2015	January 15, 2016
Summer 2016	February 26, 2016	June 03, 2016

Processing Timeframe

The processing timeframe is 2-4 weeks from the 'First Day to Submit an Appeal'; example – if you submit a Fall 2015 appeal on April 1, 2015, then the 2-4 week processing timeframe begins June 23, 2015 as the Appeals Committee will not begin reviewing Fall appeals until June 23, 2015.

If you are currently enrolled and are submitting an appeal for an upcoming term, then your appeal will be reviewed 2-4 weeks after grades are made available for the term you are currently enrolled. If you are/were enrolled Fall 2015 and are appealing for Spring 2016, the processing time after Fall grades are available will be longer due to the College being closed for Winter Break.

An appeal submitted after the 'Last Day to Submit an Appeal' will not be processed for that term, but will be processed for the following term.

DUE TO PROCESSING TIMEFRAMES, YOU MUST BE PREPARED TO PAY FOR TUITION AND FEES FROM YOUR OWN RESOURCES. If your appeal is approved, your eligibility for federal and state aid will be re-evaluated.

Name and Address		
Student's Last Name	First	MI
Home Phone (area code + number)	Cell Phone (area code + number)	
Street Address		Apt/Suite No.
City	State	Zip Code

What are the SAP Appeal Guidelines?

This appeal is for students who have lost financial aid eligibility due to not making Satisfactory Academic Progress (SAP) toward graduation and are petitioning for reinstatement of eligibility. Federal and state regulations require students to comply with standards of academic progress as defined by the Office of Financial Aid. Students that fail to meet the minimum SAP standards cumulatively for two consecutive terms will lose their eligibility to receive federal and state financial aid. Additionally, students that are at or have exceeded the allowed program maximum timeframe will lose their eligibility to receive financial aid. Regulations allow the Office of Financial Aid to extend eligibility if the student can document that there were mitigating circumstances beyond their control that: 1) occurred during the terms where the student did not meet the standards; or 2) prevented the student from graduating within the allowed program maximum timeframe.

Mitigating Circumstance

The mitigating circumstance must have occurred during the terms where you cumulatively did not earn at least 67 percent of the courses attempted, did not have the required cumulative grade point average (CGPA), or you are at or have exceeded the allowed program maximum timeframe. Working, taking care of children, did not study, was not prepared for college, etc. are not examples of mitigating circumstances. **Examples include: medical conditions that resulted in hospitalization for more than 14 days, loss of an immediate family member, loss of home due to fire, storm or natural disaster, etc.** To claim mitigating circumstances, you must:

1. List the mitigating circumstances on this appeal form.
2. Explain how the circumstances affected your ability to meet academic standards and how you have overcome the mitigating circumstances.
3. Develop an academic plan with your Academic Counselor on this appeal form.
4. **PROVIDE DOCUMENTATION TO SUPPORT YOUR STATEMENTS.**

Hardship Withdrawal or Academic Exclusion

If you have been approved for a Hardship Withdrawal or Academic Exclusion appeal and you are not meeting the SAP standards for financial aid, you must submit a financial aid appeal to petition for reinstatement of financial aid eligibility. If documentation was submitted with your approved Hardship Withdrawal or Academic Exclusion appeal, and the same circumstance exists on this financial aid appeal, then you must submit a copy of that documentation with your financial aid appeal. **An approved Hardship Withdrawal or Academic Exclusion appeal does not guarantee approval of a financial aid appeal.**

Appeals Committee

Your appeal will be reviewed by an anonymous committee of financial aid administrators. The appeal decision will be based on your entire academic performance, the mitigating circumstance(s), and the supporting documentation submitted. You will be notified of the committee's decision through: letter mail; student GPC email; and you may check your SAP standing for the status of the appeal by logging into your account on the Student Information System (SIS) at <http://sis.gpc.edu>.

INSTRUCTIONS

For an appeal to be considered, you must complete all sections of this form and attach the appropriate documentation. You may submit additional information with this form. Incomplete forms will not be reviewed. PRINT OR TYPE ALL INFORMATION.

What term are you appealing for financial aid eligibility reinstatement? *Only check one box.*

FALL 2015

SPRING 2016

SUMMER 2016

SECTION I: Purpose of Appeal

Please indicate below why you are appealing for reinstatement of financial aid. **Only select one of the options below:**

OPTION 1: I am not meeting the financial aid SAP standard(s) for Cumulative GPA and/or Pace of Completion because:

- I have a mitigating circumstance.
- Other circumstance.

A. Please provide an explanation below of the circumstances that occurred which caused you to fall below the minimum financial aid academic standards at Georgia Perimeter College? Attach an additional sheet if needed. **Please attach supporting documentation of your circumstance.**

B. How have you overcome the above circumstance?

OPTION 2: I am meeting the financial aid SAP standard(s) for Cumulative GPA and Pace of Completion, but I will reach or have exceeded the maximum timeframe allowed for my program of study. I am appealing for additional hours because:

- I have earned a degree at Georgia Perimeter College and am pursuing a 2nd degree at Georgia Perimeter College.
- I am enrolled in the Nursing Program.
- I am enrolled in the Dental Hygiene Program.
- I am enrolled in the Accelerated Bachelor's Degree in Business Administration Program.
- I am enrolled in the Sign Language Interpreting (Career/Associate of Applied Science) Program.
- I changed my major and the courses previously taken do not apply to my current major.
- An unofficial graduation audit was performed and it was determined that I will not earn a degree by the maximum timeframe allowed for my program of study. Please provide an explanation as to why you are unable to earn a degree prior to or by the maximum timeframe allowed for your program of study. _____

SECTION II: SAP Policy Standards

Federal regulations require that students maintain **Satisfactory Academic Progress (SAP)** in their program of study to continue receiving Federal Title IV aid (federal student financial aid). Failure to maintain SAP results in the loss of federal student financial aid. Federal student financial aid includes: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG); Direct Loans (Subsidized and Unsubsidized); PLUS loan; Federal Work Study Program; and HOPE Program (HOPE is not federal aid, but is affected).

Satisfactory Academic Progress standards are measured based on the students entire academic history performance at Georgia Perimeter College and accepted transfer courses. Students must meet each of the measures to continue receiving financial aid at Georgia Perimeter College. A student who does not meet all the measures for two consecutive terms or has reached the program maximum timeframe loses financial aid eligibility.

Listed below is the financial aid **Satisfactory Academic Progress Policy**. As a condition of this appeal, you are required to read the policy below and you must initial in the spaces provided affirming that you have read and understand each standard of the policy.

INITIAL	POLICY STANDARD
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1. _____

CUMULATIVE GPA

A student must maintain a certain cumulative grade point average (CGPA) at Georgia Perimeter College to continue to remain eligible for financial aid.

- CGPA calculation includes all hours attempted at Georgia Perimeter College. Accepted transfer hours are not included in the actual CGPA calculation, but are included in the range below because the hours may be used toward earning a degree.
- Exclude all hours of remedial and English as a Second Language (ENSL) coursework when determining total attempted hours for CGPA.

If the CGPA is below the minimum in the table, the student is no longer meeting SAP standards and may become ineligible for financial aid. Please use the table below to determine what the student's SAP CGPA must be:

If the students total attempted hours are within this range...	...then the CGPA should be at least.
0 - 12	1.50
13 - 27	1.65
28 - 36	1.75
37 - 59	1.85
60 or more	2.00

Grade Forgiveness: Federal regulations require that grades that are forgiven by the institution remain in the GPA calculation for financial aid academic progress.

2. _____

MAXIMUM TIMEFRAME

The maximum amount of hours a student may receive financial aid is 150 percent of the total hours published in his/her program of study. Georgia Perimeter College offers two-year degree programs that require approximately 62 collegiate credit hours to graduate and earn an Associate Degree. **150 percent of 62 collegiate credit hours = 93 maximum attempted hours**

Collegiate level courses: The 93 maximum attempted hours is the amount of hours that a student may receive financial aid on collegiate level courses. All hours of remedial and ENSL are excluded from the 93 maximum attempted hours.

Remedial Courses: The maximum attempted hours that financial aid will pay for remedial coursework is up to 30 hours. Remedial coursework includes Learning Support (LS), College Preparatory Curriculum (CPC), and Regent's courses that have been attempted at GPC and accepted transfer hours. Financial aid will not pay for remedial course attempted hours above 30 hours. All attempted hours of remedial courses are excluded from the 93 maximum attempted hours.

English as a Second Language (ENSL): There is no limit on the amount of hours that financial aid may be paid on ENSL coursework. All attempted hours of ENSL are excluded from the 93 maximum attempted hours.

Additional Hours: Certain programs of study require hours beyond the standard associate degree program of study hours. Students in the following categories may petition for additional hours beyond the 93 maximum attempted hours: Nursing; Dental Hygiene; Accelerated Bachelor's degree in Business Administration (BBA); Sign Language Interpreting Program (Career/Associate of Applied Science); and a student has earned a degree at GPC and is pursuing a 2nd degree at GPC.

Certificate Program: Certificate programs and certain career programs require fewer hours to achieve a certificate or a degree. The program and maximum attempted hours are listed below:

Program of Study	Maximum Attempted Hours
Radiologic Technology (Career)	46
Library and Information Science (Certificate)	27
Sign Language Interpreting (Certificate)	86

Maximum Timeframe Term Checkpoint: If it is determined that a student will not earn a degree prior to or at the maximum timeframe allowed, at the time of determination (term checkpoint), the student will lose eligibility for financial aid. Students that have attempted at least 70 hours after Spring term will be pre-reviewed to determine if the student will lose eligibility at the term checkpoint. The pre-review involves: 1) an unofficial graduation audit by Advising, Counseling and Retention Services (ACRS); and 2) a maximum attempted hours review by the Office of Student Financial Services. Notification will be sent to students that will lose eligibility at the term checkpoint; students will have the ability to appeal for reinstatement of financial aid.

INITIAL	POLICY STANDARD
3. _____	<p>PACE OF COMPLETION</p> <p>Students must earn 67 percent of the total hours attempted. A 67 percent pace of completion is required separately within collegiate level, English as a Second Language (ENSL), and remedial courses.</p> <ul style="list-style-type: none"> • Courses <u>earned</u> include grades of: A, B, C, or D. Depending on your program of study, a grade of "D" may not be considered as earned. • Courses <u>attempted</u> include any course with grades of: A, B, C, D, F, W, WF, I, S, U or IP.
4. _____	<p>REPEAT</p> <p>Federal regulations for Satisfactory Academic Progress only allows eligibility for financial aid on two attempts on a passed collegiate level course. For example, if a grade of 'D' was earned for Math 1111, and the course is repeated resulting in an earned grade of 'C', and the student wants to attempt Math 1111 one more time to earn a higher grade, then the third attempt would not be eligible for financial aid. Courses that are repeated due to a withdrawal or failure are not subject to the above repeat rule.</p>
5. _____	<p>REINSTATEMENT</p> <p>For appeals that are approved, financial aid will be reinstated for one term or term-by-term; notification will be sent on the type of approval and conditions. If a student fails to meet the standards of academic progress and does not have mitigating circumstances, or the student fails to meet the conditions of an appeal, the student must pay for courses from his/her own resources until all SAP standards are met to regain financial aid eligibility.</p>
6. _____	<p>ACADEMIC PLAN</p> <p>As part of your appeal, you are required to develop an academic plan with your Academic Counselor. If your appeal is approved, in order to continue to retain eligibility you must follow each semester's plan. At the end of the semester your academic progress will be evaluated to determine if the academic plan was followed.</p> <p>If you follow the academic plan and pass all courses attempted, you will maintain your financial aid eligibility for the next semester of your academic plan. If after completing and meeting the conditions of both the semesters of the academic plan, you are not making academic progress you must submit a new appeal with an updated academic plan developed by you and your Academic Counselor.</p> <p>If you do NOT follow the academic plan listed below for the first or second semester, you will lose your financial aid eligibility for the following semester. You must be prepared to pay for your next semester of enrollment. If there was a new mitigating circumstance(s) that occurred to prevent you from meeting the conditions of the academic plan, you may submit a new appeal with an updated academic plan from your Academic Counselor.</p> <p><i>The Academic Plan must contain the term for which you are appealing and the two terms following. For example, if you are appealing for Summer 2016, you must submit an academic plan for Summer 2016, Fall 2016, and Spring 2017. If your appeal is approved and your academic plan does not match your actual course schedule – you are required to submit an updated academic plan.</i></p> <p>Submitting an Academic Plan does not guarantee that your appeal will be approved.</p>

By signing this form, I certify that all the information reported is complete and correct. I certify that documents submitted with the form have not been altered. I certify that I have read the SAP Policy and the conditions of the appeal process and understand if approved I must adhere to the developed academic plan.

Student Signature _____ Date _____

FINANCIAL AID DEPARTMENT USE ONLY			
GPA: _____	Remedial Hours Attempted: _____ <input type="checkbox"/> Has Exited Remedial	ENSL Hours Attempted: _____	<input type="checkbox"/> Has Exited ENSL
Total CL Attempted Hours: _____ + _____ - _____ = _____ <small>Institution Attempted hours Transfer Attempted Hours Remedial, ENSL Total CL Attempted Hours</small>			
Remedial Pace: _____ / _____ = _____	Collegiate Level (CL) Pace: _____ / _____ = _____ <small>Remedial Passed Hours Total Remedial Attempted CL Earned Hours Total CL Attempted Hours</small>		
ENSL Pace: _____ / _____ = _____			
Appeal review			
Reviewers _____			Date _____
Comments _____			
If documentation was submitted, is it supporting? <input type="checkbox"/> YES <input type="checkbox"/> NO		ROASTAT Updated <input type="checkbox"/> YES <input type="checkbox"/> NO	
OUTCOME	<input type="checkbox"/> PROBI	<input type="checkbox"/> PROB2	<input type="checkbox"/> ADENY <input type="checkbox"/> UDMAX <input type="checkbox"/> OTHER: _____

Name	GPC ID Number									
	9	0	0							

ACADEMIC PLAN

An academic plan must be developed with your Academic Counselor. It is your responsibility to schedule an appointment to meet with your Academic Counselor to develop an academic plan of your courses for the academic year and create a program designed to assist you in meeting your academic expectations. The purpose of the academic plan is to assist you in meeting your educational goals to attain academic success.

ALL SECTIONS OF THIS FORM MUST BE COMPLETED WITH THE ASSISTANCE OF YOUR ACADEMIC COUNSELOR.

CURRENT ACADEMIC STANDING

When meeting with your Academic Counselor, please review your current academic standing and complete each of the items in this section.

Cumulative GPA	Program of Study	Credit hours remaining to earn a degree	Graduation Date

Has the student had any change of major on his/her academic record? Yes No

Has the student earned enough credit hours to graduate for his/her current program of study? Yes No

COURSE PLAN

When meeting with your Academic Counselor, develop a course plan for the academic year designed to meet and maintain student success. The courses listed should only be courses that are required to complete your current program of study. Please indicate the term and year in the course plan below.

Term _____ Year _____			
Course Title and Number	CREDIT HOURS	Course Title and Number	CREDIT HOURS
		Total Number of Courses	Total Credit Hours

Term _____ Year _____			
Course Title and Number	CREDIT HOURS	Course Title and Number	CREDIT HOURS
		Total Number of Courses	Total Credit Hours

Term _____ Year _____			
Course Title and Number	CREDIT HOURS	Course Title and Number	CREDIT HOURS
		Total Number of Courses	Total Credit Hours

Name	GPC ID Number									
	9	0	0							

ACADEMIC EXPECTATIONS

When meeting with your Academic Counselor, you must develop a program to meet your academic expectations by following the conditions that you and your Academic Counselor develop below:

Conditions	How often?
<input type="checkbox"/> Student Affairs Counselor: Meet for progress review.	time(s) per semester
<input type="checkbox"/> Student Financial Services: Meet with Financial Aid Counselor.	time(s) per semester
<input type="checkbox"/> Math Lab: Attend the Learning and Tutoring Center.	hour(s) per week
<input type="checkbox"/> Writing Lab: Attend the Learning and Tutoring Center.	hour(s) per week
<input type="checkbox"/> Reading Lab: Attend the Learning and Tutoring Center.	hour(s) per week
<input type="checkbox"/> Personal Counseling Services: Schedule meeting and follow recommendations.	time(s) per semester
<input type="checkbox"/> Student Success Series: Attend Workshops.	time(s)
<input type="checkbox"/> Personal Enrichment: Attend Workshops.	time(s)
<input type="checkbox"/> Learning and Tutoring Enrichment: Attend Workshops.	time(s)
<input type="checkbox"/> Testing Assessment: Complete by date listed.	DATE
<input type="checkbox"/> Testing Assessment: Review results with Testing Coordinator and Student Affairs Counselor to develop an academic plan of action.	

You must follow the academic plan you developed with your Academic Counselor and complete all courses that you attempt with 'C' or better. What do you plan to do to ensure that you will be able to meet the minimum academic standards and/or your academic plan in the future?

I certify that I have met with my Academic Counselor and together, we developed an academic plan for courses that are required for my current program of study. I have approved the academic plan developed and the Academic Counselor has listed any additional commentary in the Academic Counselor section of this form.

Student Signature _____ **Date** _____

Academic Counselor Signature _____ **Date** _____

ACADEMIC COUNSELOR USE ONLY

COMMENTS: _____

Advisor Counselor Name:	Campus Location:
Title:	Phone: