



2016-2017 Financial Aid Satisfactory Academic Progress (SAP) Appeal

Student Name:

Student ID/SSN:

Student Email Address:

Semester for which you are requesting reinstatement of your financial aid

Is this your first financial aid appeal?

Yes

No

The Satisfactory Academic Progress policy is publicized on the college’s website and in the student’s award letter. Students are required to maintain a 2.0 cumulative and semester GPA and a 67% completion rate. Students are placed on financial aid warning status prior to suspension. Students may appeal financial aid suspension if extenuating circumstances prevented him or her from meeting the standards.

Appeals submitted due to lack of knowledge of the policy will not be reviewed.

Please be sure to complete and include the following:

1. Submit a copy of your unofficial Academic Transcript (may be printed from your Self-Service Banner Web account);
2. Complete the required statement(s) to explain your extenuating circumstance;
3. Provide supporting documentation; and
4. Complete all portions of the Academic Improvement Plan.

*Only completed appeal packets will be reviewed by the committee.

The Financial Aid SAP Appeal Committee reviews the letters and supporting documentation. Appeals are not guaranteed. You are responsible for payment of your tuition and fees if your appeal has not been reviewed and approved fee payment deadline.

Please be aware that your student email is the official form of communication for West Georgia Technical College. We will send you notification of the committee’s decision to your student email account.

If your appeal is approved you must follow a plan of action as detailed in your approval letter to maintain satisfactory progress. If you do not meet the requirements of this plan, your aid will be suspended.

***Please allow a minimum of 2-4 weeks for review of your submitted appeal.**

MY SIGNATURE BELOW CERTIFIES THAT I UNDERSTAND THE FINANCIAL AID APPEAL PROCESS AND WHAT IS REQUIRED OF ME.

Signature

Carroll Campus
997 S. Hwy. 16
Carrollton, GA 30116
Fax: 770-838-3244

Coweta Campus
200 Campus Drive
Newnan, GA 30263
Fax: 770-755-7881

Douglas Campus
4600 Timber Ridge Drive
Douglasville, GA 30135
Fax: 770-947-7216

Date

LaGrange Campus
1 College Circle
LaGrange, GA 30240
Fax: 706-756-4635

Murphy Campus
176 Murphy Campus Blvd
Waco, GA 30182
Fax: 770-537-7995

Extenuating Circumstance Statement

Please explain **in detail** what occurred to cause the loss of satisfactory academic progress. Your extenuating circumstances must be type-written. Hand written statements will be returned via mail to the student which can delay the appeal process. **Please include all periods you did not meet Satisfactory Progress Requirements. If it has been more than two semesters since your last attendance, please include the circumstances that have prevented you from returning to school.**

Please attach documentation (examples of documentation listed below)

- *Serious Illness-Medical Documentation from hospital or physician*
- *Death of Immediate Family Member (Obituary or Death certificate)*
- *Accident/Injury-Accident Report, Police Report, Medical Documentation of any sustained injuries*
- *Mental/Psychological Distress-Statement from therapist, social worker or counselor*
- *Other Extenuating Circumstances-Submit additional documentation other than your own statement of events. Notarized statements from professional individuals, relatives, etc.*



Academic Improvement Plan

In an effort for you to plan, strategize, and gain knowledge to optimize your chances of succeeding as a student, a full account of how you plan to meet your educational goals should be established. Please do not leave blanks, and N/A is not accepted. You may need to speak to your Academic Advisor if you are unsure of the program requirements.

| Program of Study | Certificate | Diploma | Degree |
|---|--------------------------|--------------------------|--------------------------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| What is the minimum GPA for your program? | _____ | | |
| What is your current GPA? | _____ | | |
| What is your current completion rate (passed hours ÷ attempted hours)? | _____ | | |
| What grades do you think you need to make to meet Satisfactory Academic Progress? | _____ | | |

List at least three measurable steps you will use to prepare for, review, and pass your classes using academic strategies? (Example: I will read and consult the class syllabus)

1. _____
2. _____
3. _____

The following guidelines MUST be followed while on the ACADEMIC PLAN.

1. Take coursework that is applicable to your degree, diploma or certificate program.
2. Must complete all attempted coursework, based on the course completion rate outlined in your individual academic plan.
3. Must complete courses with the minimum GPA as required by your individual academic plan that will be provided to you.

If you fail to meet these guidelines, you will not be eligible for financial aid until you can maintain the standards of West Georgia Technical College’s Satisfactory Academic Progress policy.