



# 2016-17 Financial Aid Satisfactory Academic Progress Appeal

Office of Financial Aid  
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 granite.edu/finaid/forms.php

Student Name \_\_\_\_\_ GSC ID # \_\_\_\_\_

A student whose financial aid eligibility is suspended may submit an appeal if he/she feels that an extenuating circumstance exists that affected the student's ability to achieve the minimum grade point average and/or completion rate defined at **my.granite.edu/sap**

**Deadlines for Submittal:** Appeals must be complete and received by **noon** on the following dates to be considered for reentry into the following terms: Summer: July 15, 2016; Fall: August 26, 2016; Winter: December 23, 2016; Spring: March 24, 2017.

## Part A: Process

1. Review Granite State College's Satisfactory Academic Progress Policy and appeal process at my.granite.edu/sap
2. Write a letter to the SAP Appeal Committee. The letter must include:
  - Supporting documentation of your extenuating circumstance (ex. doctors note, court document...) AND
  - A description of the extenuating circumstance that did not allow you to achieve the minimum SAP standard(s) AND
  - Explanation of what has changed in your situation that will now allow you to demonstrate satisfactory academic progress at the next evaluation
3. Meet with your academic coach to complete the Academic Plan (part B).
4. Your academic coach will forward your complete appeal packet to the Office of Financial Aid. Complete packets will be reviewed one week from receipt from your academic coach.
5. You will be notified in writing of the decision.

## Part B: Academic Plan

You must indicate below the course(s) to be taken in the upcoming term (probation). If it is not possible to achieve the minimum SAP standards after probation, you must include a complete academic plan for the remainder of the 2016-2017 year. Your academic coach will assist you in making this determination. An academic plan requires you to achieve the minimum SAP standards by the next scheduled review. You are required to meet with your academic coach to create and approve your academic plan. Any academic plan will require a student to achieve at least a "C" in each course attempted while completing 100% of the credits in the academic plan. Any higher expectations will be communicated to you in writing.

Degree/Major \_\_\_\_\_ Remaining Credits for Current Program Completion \_\_\_\_\_

Summer 2016		Fall 2016		Winter 2017		Spring 2017	
Course #	Credits	Course #	Credits	Course #	Credits	Course #	Credits

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part C: Student Acknowledgment (Required)

- I have read and understand the Satisfactory Academic Progress policy to receive Financial Aid.
- I have attached a letter that explains my special circumstance and the documentation.
- I understand that all documentation submitted is confidential and only used in the SAP appeal process for verification.
- I understand that I must follow my academic plan if I do not achieve the minimum SAP standards after Probation (subsequent term of approved appeal only) and any further requirements stated in my approval letter.
- I understand that all SAP Appeal decisions are final.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_