



**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM  
(GPA/Completion Rate)**

Student Name: \_\_\_\_\_ GTCC ID# : \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Titan Live E-mail: \_\_\_\_\_

I understand that my appeal will be denied if it does not meet the criteria from Section III. Upon approval, I understand I must meet all of the conditions of Section IV or my appeal will be cancelled and I will no longer be eligible for grants or loans at GTCC. I understand I will remain on probationary status until my cumulative GPA is 2.0 or above AND my cumulative completion rate is 67% or above.

My signature confirms that I understand the terms of the appeal and that I have provided accurate, complete and current information.

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

**I. Attach a separate written or typed, detailed explanation and describe each semester of unsatisfactory academic progress.** Indicate how your circumstances have changed so that you can comply with the policy in the future. In the case of circumstances that were under your control, you must document what has changed in your situation that will now enable you to meet the Satisfactory Academic Progress policy requirements. Describe your plans for ensuring satisfactory academic performance in the future academic terms. *Students who have exceeded the maximum time frame must also submit a separate maximum time frame appeal form.*

**II. Attach supporting third party documentation.** Include your name and student identification number on each page. Third party documentation must support the existence of unique circumstances described and evidence that the circumstances have been resolved. Examples of unique circumstances include, but are not limited to:

- Extended illness or hospitalization
- Unanticipated, serious medical or psychological difficulty (excluding chronic conditions – students are responsible for properly balancing school with known chronic conditions such as diabetes, migraines, etc.)
- Death or extended illness of an immediate family member
- Military service

**III. Review your appeal and verify the following criteria:**

- Does your appeal detail your extenuating circumstances for **each** semester of unsatisfactory academic performance?
- Is your appeal supported by your third party documentation for the relevant semesters? **Note: appeals without third party documentation are automatically denied.**
- Does your appeal demonstrate that all of your obstacles to success are resolved?
- Does your appeal describe your plans for ensuring satisfactory academic progress in the future?

**IV. By initialing each item below you are indicating that you understand and agree to abide by the following conditions of the appeal if approved:**

- I must achieve a semester Grade Point Average (GPA) of 2.0 for each semester of approval. \_\_\_\_\_
- I must maintain a 75% completion rate for each semester of approval. \_\_\_\_\_

-----Office Use Only-----

Semesters: \_\_\_\_\_ Deadline: \_\_\_\_\_

GPA: \_\_\_\_\_ Completion Rate: \_\_\_\_\_ Reinstatement Term: \_\_\_\_\_ Second Appeal: \_\_\_\_\_