



Financial Aid Office  
Suite H-704 - Athens Campus  
706- 355-5009 / 706- 425-3086 Fax  
financialaid@athenstech.edu

## Satisfactory Academic Progress Appeal Form

**Please Print:**

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Student Email Address \_\_\_\_\_

Semester for which you are requesting reinstatement of your financial aid \_\_\_\_\_

(Appeals may not be submitted for a term that has ended.)

Current program of study/major? \_\_\_\_\_ Anticipated completion date? \_\_\_\_\_

**Step 1:** Log in to your Banner Web account and print your class history from Degree Works. Attach this history to your appeal form.

**Step 2:** Review your grades. Unsuccessful grades include D\*, F, F\*, I, IP, W, W\*, WF, WF\*, WP, and WP\*. Learning support classes require a C\* or better. Prepare a typed statement that addresses **EACH** and **EVERY** term for which you received an unsuccessful grade. **It does not matter how long ago it has been**

Reasons likely valid for an appeal include:

- Documentable medical emergency or health issues
- Death of a family member
- Documentable Personal or family problems
- Documentable Financial problems.
- If you have previously graduated from a program and are unable to find employment, give details and examples.
- If you are returning to school for a career change, you will need to have documentation as to why your first career choice is no longer viable.

**Continuing in school just because you want to does not qualify for continued Financial Aid.**

Reasons **NOT** likely valid for an appeal include:

- Lack of awareness of withdrawal policies
- Lack of knowledge of requirements for satisfactory academic progress
- Not getting along with your professor
- Not focused on school

**Step 3:** Submit your Appeal Form, Typed Statement along with supporting documents to the Financial Aid Office.

The SAP Appeal Committee will review your request and report its decision to the Financial Aid Director. You will be notified by email to your school email account.