



Student Name: _____
Last Name First Name Student ID

Term you are appealing (estimate if unknown) _____
Year you are appealing

Student Signature _____
Date

Check one or both of the following reason for your appeal. Appeal forms require written explanation of mitigating circumstances of why you failed to make satisfactory academic progress, what's changed in your situation that will allow you to demonstrate satisfactory progress at the next evaluation, and any supporting documentation. Please be as detailed and specific as possible so we can best understand your situation. Appeals submitted without appropriate documentation will be returned as incomplete. Refer to CGCC's Satisfactory Academic Progress Policy for more information, <http://cgcc.us/financial-aid/resources>.

Complete this form and submit it to the Financial Aid Office

- Students enrolled in the current/upcoming term must submit appeal by the first day of the current term to avoid being dropped from all classes.

_____ **Cumulative GPA (cGPA) below 2.0:** required for Good Standing.

Requirement: Complete A & B below

- If you experienced extenuating circumstances that were unforeseen, beyond your control, occurred during the term and which had a direct impact on your ability to successfully complete the term, please provide a written statement clearly describing the content and timing of those circumstances (see SAP Policy for examples). Relevant documentation required.
- Provide a written statement explaining how these extenuating circumstances have been resolved and what provisions you have taken to ensure they will not hinder future academic success. Additionally, please describe your plan for bringing your cumulative GPA up to at least a 2.0, remembering that Pass/No-Pass courses have no effect on GPA.

_____ **Completed Credits <66.67%:** required for Good Standing. During the most recent term at CGCC, the minimum attempted credits were not met.

Requirement: Complete A & B below

- If you experienced extenuating circumstances that were unforeseen, beyond your control, occurred during the term and which had a direct impact on your ability to successfully complete the term, please provide a written statement clearly describing the content and timing of those circumstances (see SAP Policy for examples). Relevant documentation required.
- Provide a written statement explaining how these extenuating circumstances have been resolved and what provisions you have taken to ensure they will not hinder future academic success.

If your appeal is approved, you will be placed on Probation. You must successfully complete the probationary term to be reinstated to good standing. During Probation, you may be required to fulfill specific terms and conditions such meeting with your Academic Advisor to revise your Ed Plan, taking a reduced course load or enrolling in specific courses. Also, you must be able to complete your program within the 150% Maximum Credit Limit with at least a 2.0 cumulative GPA.