

## SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number where you can be reached: (\_\_\_\_\_) \_\_\_\_\_

Permanent phone number: (\_\_\_\_\_) \_\_\_\_\_

My attached SIGNED and DATED Letter of Appeal is based on:

- A. \_\_\_\_\_ Cumulative GPA above 3.0 for graduate students with 30 hours earned OR Cumulative GPA above a 2.0 for an undergraduate student with 30 hours earned.  
(I understand that this appeal basis can be used only ONE time.)
- B. \_\_\_\_\_ Other excuses (MUST HAVE SUPPORTING DOCUMENTATION)
1. \_\_\_\_\_ *Medical Problems or Injuries*  
Excuses must be on official letterhead and must be signed by a physician.
  2. \_\_\_\_\_ *Legal Issues*  
Excuses must be signed by an Attorney or appropriate individuals with legal authority.
  3. \_\_\_\_\_ *Death of Immediate Family Member*  
Immediate family members include: parents, grandparents, brothers, sisters, aunts, uncles, and in-laws. Student must provide a copy of the death certificate of the relative and a copy of the obituary.
  4. \_\_\_\_\_ *Personal Problems*  
Excuses based on personal choices are not acceptable. Examples of UNACCEPTABLE excuses are: lack of childcare, lack of transportation, full-time employment, and/or sports activities.
- C. \_\_\_\_\_ Student paid for one semester out of pocket and regained academic eligibility  
(Attach grade report from other schools)
- D. \_\_\_\_\_ Justification for exceeding 150% of program length.  
(MUST submit signed "Max-Hours" available online: [www.gram.edu](http://www.gram.edu))
- E. \_\_\_\_\_ Making Progress towards regaining eligibility and/or graduation

NOTE: If you do not have supporting documentation or your appeal is denied, you will not be eligible to receive federal financial aid (Pell Grant, College Work-Study, SEOG, Stafford Student Loans, and/or Parent PLUS Loans). Visit [www.gram.edu](http://www.gram.edu) to find criteria for reinstatement of eligibility.



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