

DUAL ENROLLMENT STUDENTS ONLY! SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Student Information			
Last Name	First Name	Middle	Student ID Number (or Social Security Number)
Phone Number		Email Address	
Which semester do you plan to return to CGTC: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____			

Appeal Information
<p>You must meet each of the following requirements in order for your appeal to be considered by the SAP Appeals Committee:</p> <ol style="list-style-type: none"> 1. Describe the circumstances for each semester that contributed to you being unable to successfully complete your class(es) and how these circumstances affected your academic record. 2. Describe how your circumstances have now changed and will no longer affect your ability to be successful academically. 3. Provide documentation that supports your case and will help us verify the circumstances that you have described. The dates on your documentation MUST coincide with the terms in which you had unsuccessful academic completions. 4. All supporting statements must be signed. Student statements should be signed and dated. Third party statements must be signed AND notarized, <i>OR</i> on official company letterhead with signature.

Circumstances <small>Select all that apply. You must provide supporting documentation for each circumstance.</small>		
Category	Examples of Extenuating Circumstances	Examples of Documentation
EMOTIONAL	<input type="checkbox"/> Death of an immediate family member <input type="checkbox"/> Separation/divorce by you or your parents	<ul style="list-style-type: none"> • Obituary or death certificate and proof of your relationship to the deceased • Copy of separation/divorce decree
FINANCIAL	<input type="checkbox"/> Job loss <input type="checkbox"/> Increased work hours <input type="checkbox"/> Eviction/homelessness <input type="checkbox"/> Loss of transportation	<ul style="list-style-type: none"> • Separation notice/documentation from your employer or a signed, notarized statement from a third party • Eviction notice or confirmation of homelessness from a church, shelter, etc. (must be on official letterhead) • Vehicle repair bills or copy of a police report
PHYSICAL	<input type="checkbox"/> Serious illness, accident, or injury to you or immediate family member <input type="checkbox"/> Hospitalization for five consecutive days <input type="checkbox"/> Significant trauma in your life that impaired your emotional health	<ul style="list-style-type: none"> • Documentation from a physician, social worker, counselor, police officer, or attorney • Hospital bill or statement from physician • Explanation of benefits from insurance company (must include dates of coverage) • Signed, notarized statement from verifiable third party
MENTAL	<input type="checkbox"/> Learning disability <input type="checkbox"/> Psychological disorder such as depression, post-traumatic stress disorder (PTSD), attention deficit hyperactivity disorder (ADHD), or other, as defined by a doctor/psychiatrist	<ul style="list-style-type: none"> • Documentation from a physician, social worker, counselor, police officer, or attorney • Signed, notarized statement from verifiable third party
MILITARY	<input type="checkbox"/> Call to duty or other service	<ul style="list-style-type: none"> • Military orders
OTHER	<input type="checkbox"/> Other: _____	

The paper form is available for **DUAL ENROLLMENT STUDENTS ONLY!** All other students should use the Financial Aid Forms portal to file a SAP appeal. For more information, visit cgtc.io/FAforms or scan this code.



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM (continued)

Circumstances (Continued)

Please provide a statement describing the circumstances that caused you to fall below the minimum SAP standards. Attach a typed statement or additional pages as needed to support your statement(s).

Resolution

How has this circumstance changed so that your academic success at CGTC is no longer affected?

I have read and understand the following (please check each box to confirm):

- Incomplete appeals will not be reviewed and failure to provide adequate and time-specific documentation with this appeal form will result in my appeal being denied.
- I will be notified of the SAP Appeals Committee's decision via my CGTC student email.
- Submitting an appeal does not guarantee an approval.
- If my appeal is not approved before the payment deadline for tuition and fees, I will make a payment, sign up for the Titans FlexPay payment plan, or officially drop my class(es) before the third day of the semester to avoid charges.
- If my appeal is approved, I must respond to and meet the conditions of my academic plan to continue receiving financial aid.
- If my appeal is denied, I cannot receive financial aid until I meet SAP requirements or successfully appeal during the next semester.
- The decision of the SAP Appeals Committee is final. A student may submit a second appeal to the Director of Financial Aid within 10 days of the initial decision for consideration.

I certify that I have read the CGTC SAP policy and the conditions of the appeal process, and certify that all information reported is complete and correct. I certify that documents submitted with this form are true, complete, and have not been altered.

Student's Signature

Date

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As set forth in its student catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.