



# Gloucester County College

Office of Financial Aid

## 2011-2012 Academic Progress Appeal Form

### Student Information:

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### Instructions for Appeal

1. Review the Gloucester County College Satisfactory Academic Progress Policy. If you feel your situation still warrants an appeal then complete the remaining steps.
2. Complete this form and all steps in its entirety.
3. Write/type a detailed, legible letter outlining the reasons for your Academic Progress Appeal.
4. Attach all relevant documentation that supports the reasons stated in your appeal. Be sure to include and highlight all of the pertinent facts.
5. Return this form with your completed appeal and supporting documentation to Gloucester County College Office of Financial Aid in the Student Services building or mail to:

Gloucester County College  
Office of Financial Aid  
1400 Tanyard Rd.  
Sewell, NJ 08080

### Appeals Disclaimer

Students with mitigating circumstances who are notified of their ineligibility for federal aid may appeal such decisions in writing. Students may make an appeal; this must be submitted via a written letter of appeal sent to the Student Financial Aid Committee. Students are encouraged to present supporting documentation of their mitigating circumstance. Acceptable documentation includes but is not limited to doctor's notes, hospital discharge papers, police reports, court documents, letters from Academic Advisors and/or Departmental Deans familiar with the student's situations. The Student Financial Aid Committee will notify students in writing of their decision. Students will not be informed of the appeal decision over the telephone. The Committee reserves the right to advise students as to their course loads, minimum grade requirements and the possible need for counseling and/or academic advisement. The Committee will hear only one appeal per student per circumstance. If the appeal is granted and the student subsequently fails to maintain progress, no further appeal will be heard. If the appeal is denied, the student may enroll using his/her own resources. Verbal appeals are not accepted by the Student Financial Aid Committee. **The appeal process may take up to thirty (30) days to be reviewed.**

- Students that choose to enroll while they are not making progress, waiting for the outcome of an appeal, or have an appeal denied are responsible for all charges on their account. The student will be held accountable for those charges if the courses are not dropped prior to the established deadlines published in the student handbook.
- Students that submit an appeal after the fall term will not be retroactively approved for the completed term. The appeal if approved would only be granted for the following spring semester.
- Students that have an appeal approved and are determined to be not making progress following the spring semester will have to re-appeal for the following academic year.

My signature below indicates that to the best of my knowledge, all of the information on this form, my appeal letter, and all supporting documentation is complete, true and accurate.

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

\_\_\_\_\_  
Date