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 _____________________

Are you currently enrolled in classes? ☐ YES ☐ NO

What is your program of study/major? ________________________________________________________

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

1. Go to Athenstech.edu
2. Under “Current Students” select “Banner Student Login”
3. “Enter Secure Area – Registration, Fee Payment, Check Grades, etc.”
4. Log in using your student ID number and your PIN
5. Click on “Student Services & Financial Aid” and then “Degree Works”
6. Click “Link to Degree Works”
7. Select “Class History” and print


Step 3: Submit a typed statement of appeal along with your supporting documents to the Financial Aid Office. An example is attached. You must explain each term for which you received an unsuccessful grade.

Valid reasons for an appeal include extenuating circumstances such as a medical emergency, health issues, death of a family member, personal or family problems, or financial problems.

Please keep in mind that lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or not getting along with your professor are not valid reasons for appeal.

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.
Dear Committee:

This letter is to appeal to the Financial Aid Committee so I may continue receiving financial aid at Athens Technical College. The reason I have not met Satisfactory Academic Progress is…

What happened – Explain in detail what caused you to not maintain the grades required for financial aid. Attach documentation supporting your special circumstances. If you do not provide documentation, your appeal will not be reviewed.

I will raise my GPA and successfully complete my classes. In order to improve my grades I have developed the following plan…

What has changed – Explain the steps you have taken or will take to obtain good grades and raise your GPA. Explain the resources you will use and how often (ex: learning lab, tutoring center, etc.).

Sincerely,

Student Name
Student Number

Please carefully explain your circumstances and ensure your dates match up to all terms involved. Writing assistance is available in the Academic Support Center – Building K.