



GOLDEN GATE UNIVERSITY

Office of Financial Aid Satisfactory Academic Progress Appeal Form

Student Name: _____

Student ID: _____

Email: _____

Appeal Term: _____

Appeal Requirements

1. **Letter of Explanation:** On a separate page, please explain, in detail, the reason(s) for your appeal. Please be specific and include all pertinent facts that relate to your academic performance during the prior semesters. In addition, please explain what changes in your circumstances for next trimester will aid you in improving your academic performance.
2. **Documentation:** Attach all relevant documentation (if applicable) that supports your appeal. Documentation can include medical records, birth certificates, death certificates, police reports, etc., depending on the nature of your appeal.
3. **Supporting Statement:** Attach a letter of recommendation from your academic advisor that details your academic plan. You will need to meet with your academic advisor to develop a plan for the successful completion of your program.

PDF all pages into one document and email to the Office of Financial Aid: finaid@ggu.edu

Please allow two weeks after submitting your appeal for results.

Certification

I understand that I will be placed on Financial Aid Probation (or Financial Aid Probation with an Academic Plan) if my appeal is approved for the trimester I am seeking financial aid reinstatement for. The following trimester's funds will not be released to me until all grades for the probation term have been recorded and reviewed; typically during the third week of the trimester. I understand that I may not be eligible to receive any further funding until then and must plan accordingly. I understand that Financial Aid Probation and Academic Probation may require different sets of standards that I would need to satisfy.

Student Signature

Date

Committee Use Only

Approved: _____ Denied: _____ Comments: _____

Signature/Date: _____ Signature/Date: _____ Signature/Date: _____