



Financial Aid Appeal and Academic Plan Information Sheet

To receive and to continue to receive financial aid, you must maintain Satisfactory Academic Progress. You must meet these standards of progress regardless of whether you have previously received financial assistance. (Please note: This form cannot be used for loss of Millennium Scholarship eligibility. Millennium Scholarship eligibility is established by the Office of the Treasurer of the State of Nevada.)

You must satisfactorily complete 100% of all classes attempted each semester and the cumulative completion rate of all classes attempted must be 67% or higher. Also, the cumulative/term grade point average (GPA) must be a 2.0 or higher. Additionally, students are limited to only attempting 150% of the credits required for their specific degree program (i.e. – If 60 credits are required to completed an Associate Degree program, a student can attempt 90 credits (60 credits x 150%). Students must submit a Financial Aid Appeal and Degree Audit Report for additional credits once they reach the 150% maximum.)

If you experienced an unforeseen medical issue, death of a relative, or other special circumstances which resulted in you not achieving the credits or grade point average required by GBC Satisfactory Academic Progress standards, you may appeal your eligibility using the Financial Assistance Appeal Form. When considering this appeal, your prior academic history, test scores, and potential for academic success will be reviewed and considered in the decision.

Procedure

1. Complete all sections of this form. (You must provide clear and detailed information. If appropriate, attach supporting documentation.)
2. Schedule an appointment with an Academic Advisor by contacting the Career Center. The Academic Advisor will help you complete the academic plan. This plan must be signed by both the student and the advisor.
3. Students appealing suspension must also attach a statement, supporting documentation, and a GBC transcript.
4. Students appealing maximum credits must also attach a statement and Degree Audit Report.
4. Review your Appeal Form. Incomplete forms **will not be reviewed!**
5. Submit your Appeal Form to the Financial Assistance Office.

****If you owe money to GBC for prior semesters, you must repay the amount due before your appeal will be considered.**

Your appeal may be strengthened with supporting documentation written by a third party on letterhead stationary that supports or verifies your reasons. **Additional documentation is required for medical reasons, death, or other special circumstances.** In addition, you must attach a letter detailing your specific situation that you wish the committee to review. Carefully and specifically explain what happened; give dates and reasons why this problem prevented you from completing your class(es). The Financial Assistance Appeals Committee will review your petition and notify you in writing of the results. All decisions by the Appeals committee are final.

If your appeal is approved, you will be placed on probation for one semester. You must complete 100% of the credits you attempt during your probationary period with a minimum 2.0 term/cumulative grade point average. If you are approved for an academic plan consisting of two or more semesters, you will be placed on probation for the length of your approved plan. You must meet the 100% completion rate for the semester, but you will have the length of your plan to achieve a 2.0 G.P.A. and the 67% cumulative completion ratio. If your appeal is approved for maximum credits, you will be placed on probation for the length of time needed to complete your approved degree. You must complete 100% of all semester courses and maintain a term/cumulative G.P.A. of 2.0 for the entire length of time needed to achieve your approved degree. If you fail to achieve the above requirements for your particular situation, you will have unsuccessfully completed the probationary period and you will not be eligible to receive future aid.



Financial Assistance Appeal Form

Student Name: _____ NSHE ID: _____
Phone: _____ Email: _____

I am submitting this appeal in order to receive financial aid for (you must indicate for which semester and year you are requesting aid):

Fall 20__ Spring 20__ Summer 20__

I am appealing because:

- _____ I completed less than 67% of the credits I attempted.
- _____ My cumulative grade point average is less than 2.0.
- _____ I failed to maintain satisfactory progress for two consecutive semesters.
- _____ I have reached the maximum number of credits for my degree program.

Students may submit a maximum of three appeal forms over their time of study at GBC. A second appeal request is unlikely and will be held to a much higher standard and stricter review process. Appeals are not guaranteed but are reviewed individually by the appeals committee, along with the supporting documentation. You may only appeal your financial aid suspension under extenuating circumstances.

Examples of extenuating circumstances include, but are not limited to:

- Death in the immediate family (copy of death certificate required)
- Hospitalization or illness which require doctors care (provide documentation from physician)
- Divorce or separation (copy of filing or decree)
- Other extenuating, **documentable** circumstances (documentation from a third party required)
- Exceeding the maximum number of credits allowed for a particular degree objective (these appeals will be reviewed on a case by case scenario).

Examples of a situation that would not be considered extenuating circumstances would be:

- Loss of internet connection • Unable to purchase books • Accepted a new job
- Lack of childcare • Lack of awareness of withdrawal policy

YOU MUST attach a separate TYPED sheet and address the following:

Suspension Appeals:

- Describe thoroughly why you failed to complete the required credits/GPA. Explain how your circumstances have changed since the term you were suspended. Explain what steps you will take to ensure a successful next term.
- Attach documentation that supports your statement. Do not make claims you cannot support.
- Attach a **current** GBC transcript.
- Submit this appeal form with the appropriate documentation to the Financial Aid Office

Maximum Credit Appeals:

- Describe thoroughly why you have exceeded your maximum number of credits. Explain how many semesters/credits it will take you to complete your current degree objective.
- Attach a current Degree Audit Report.
- Submit this appeal form with the appropriate documentation to the Financial Aid Office.

Student Signature: _____ Date: _____

