

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS

The appeal process is available to any student being denied financial aid at GCCC. During the appeal process, a student is allowed to enroll at GCCC if he or she meets all requirements for admission or re-admission. However, the student is responsible for paying all direct costs (tuition, fees, books, residence hall charges). All appeals must be made in writing and submitted in compliance with the requirements shown below.

1. **PRIORITY DEADLINE**: Appeals should be submitted as soon as possible to facilitate informed decisions regarding enrollment and associated financial obligations. Students should submit a "Financial Aid Denial Appeal Form" (available at the Financial Aid Office or the GCCC website www.gcccks.edu) **by the first day of classes for the semester of enrollment for which they wish to be considered**. The appeal should explain specific mitigating circumstances including supporting statements and documentation from appropriate sources (i.e. physician, academic advisor, employer). The appeal should also include steps taken to insure that the circumstances will not be repeated. The Director of Financial Aid will notify the student of the outcome of the appeal.

If the appeal is granted the student's eligibility for federal financial aid will be reinstated and the student may be placed on financial aid Probation and/or required to develop an Academic Plan.

2. **UPWARD APPEAL**: If the appeal is denied by the Director of Financial Aid, the student may continue the appeal process by filing a **written** appeal with the Vice President of Student Services **within one week** of notification of denial of appeal by the Director of Financial Aid. The VP of Student Services will render a decision and notify the student **within one week**. The Vice President of Student Services at Garden City Community College shall have final jurisdiction on appeals for financial aid recipients.
3. **DENIED APPEALS**: If the appeal is denied the student remains on Financial Aid Denial and must satisfactorily complete a minimum of twelve (12) credit hours without the benefit of federal financial aid with a minimum 2.0 GPA for those credits before they will be allowed to submit a subsequent SAP appeal or request reinstatement. If the student received a Satisfactory Academic Progress denial notification for a semester in which they were enrolled half-time or less, a minimum of six (6) credit hours with a minimum 2.0 GPA for those credit hours must be completed without the benefit of federal financial aid before the student may submit a subsequent appeal or request reinstatement. The required hours do not all need to be completed in the same enrollment period.

Financial Aid Office
Garden City Community College
801 Campus Dr.
Garden City, KS 67846
Ph. 620-276-9519 / Fax # 620-276-9650

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated in its employment practices and/or educational programs or activities. Those concerned about the above should contact Human Resources, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-0362.