

Satisfactory Academic Progress Appeal

To receive aid for the following quarters, appeals must be submitted by: **September 10th -** Fall 2021 | **January 7th -** Winter 2022 | **April 9th** - Spring 2022

Financial Aid Website | Phone: 253-288-3392 | Financial Aid Zoom Lobby | Email: finaid@greenriver.edu

How to Complete Your Appeal

- 1) Complete **both pages** of this form.
- 2) Save a copy of your **Academic Progress Report.** You can access your Academic Progress Report in ctcLink by clicking on the Academic Progress tile, verifying that your plan is correct, and clicking "View Report as PDF."
- 3) If you wish to strengthen and support your appeal, you may **provide supporting documentation.** Most appeals will be considered without documentation.
- 4) Submit all documents to our secure upload tool. Appeals sent through email will not be accepted.
- 5) Results of your appeal will be sent to <u>your college-assigned email account</u>. Please allow 1-2 weeks for our office to process your appeal. If your appeal is submitted after the due dates listed above, it may take additional time to process. Incomplete appeals will not be reviewed until all information has been received.

Student Information

Full Name:		
	Last Name, First Name	
ctcLink ID #:		
Academic Plan	:	

Please continue onto the next page to complete your appeal

Reason for Appeal

My appeal is based on (choose main reason):	
□ Medical	☐ COVID-19 (Please choose a specific reason below)
☐ Housing	\square Student or family member illness
□ Legal	\square Difficulty with online instruction
☐ Work Conflict	☐ Childcare
☐ Other:	☐ Mental Health
	☐ Change in work (loss of job, increased/decreased hours)
	☐ Other COVID-19
Please provide a statement explaining why	you were unable to meet Satisfactory Academic
Progress. If you need more space, please sul	bmit another document with your full statement.
The steps I have taken to ensure this situatio	on will not affect my future academic success;
explain how the unusual circumstance(s) has	
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Student Signature	Date

Green River College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, religion, age or any other unlawful basis in its programs and activities. Please see College Policy HR-22. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Senior Director of Human Resources, 12401 SE 320th Street, Auburn, WA 98092, (253) 833-9111, ext. 3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 931-6460; TDD 253-288-3359.