## SATISFACTORY ACADEMIC PROGRESS APPEAL

To receive aid for the following quarters, appeals must be submitted by: **July 10<sup>th</sup> -** Summer 2023 | **September 29<sup>th</sup> -** Fall 2023 | **January 9<sup>th</sup> -** Winter 2024 | **April 5<sup>th</sup> -** Spring 2024

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

Complete <b>the back page</b> of this form.
Save a copy of your <b>Academic Progress Report.</b> You can access your Academic Progress Report in <a href="mailto:ctcLink">ctcLink</a> by clicking on the Academic Progress tile, verifying that your plan is correct, and clicking "View Report as PDF."
Optional: If you wish to strengthen and support your appeal, you may <b>provide supporting</b> documentation. Most appeals will be considered without documentation.

- Please submit all documents to <u>our secure upload tool at greenriver.edu/upload</u> or drop them off during our operating hours at the Financial Aid Office in the Student Affairs Building, Room 231 at Green River College's main campus in Auburn. **Appeals sent through email will not be accepted.**
- Results of your appeal will be sent to <u>your preferred email selected in ctcLink</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.

## **Reason for Appeal** Full Name: My appeal is based on (choose main reason): Last Name, First Name Medical Housing ctcLink ID #: Legal Work Conflict Program of Study: Other: Please provide a statement explaining why you were unable to meet Satisfactory Academic Progress. If you need more space, please submit another document with your full statement. The steps I have taken to ensure this situation will not affect my future academic success; explain how the unusual circumstance(s) has been resolved. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Information** 

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 <u>HR-22</u>. 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.