



Office of Financial Aid
5150 Sugarloaf Parkway
Lawrenceville, GA 30043
770.962.7580; Fax: 678-226-9616
Email: FinancialAidOffice@gwinnettech.edu

2026-2027 Satisfactory Academic Progress Suspension Form

Students who receive Federal, State, or Dual Enrollment funding must abide by the Satisfactory Academic Progress (SAP) standards. You are required to maintain a 2.0 cumulative GPA or higher, maintain a 67% completion ratio, and complete your program within 150% of the credit hour program length while receiving aid. All SAP Appeal documents must be submitted to the Financial Aid Office at one time. Approvals are not guaranteed. For additional questions about Satisfactory Academic Progress, visit our website at [Gwinnett Tech Financial Aid](#) or visit the [One Stop](#). The SAP Appeal process takes up to two weeks.

A. Student's Information

First Name		Last Name	
Student ID			

Yes or No:

	Have you been enrolled in classes within the past two semesters at GTC?
	Are you accepted into a program you wish to continue?
	Do you have two or less attempts on all required coursework? (A grade of D, F, W, and/or WF count as an attempt).

If you have answered "Yes" to the questions above, please move forward with submitting your appeal. If you have answered "No" to one or more questions, **STOP HERE**. You will not be permitted to submit this form at this time. Please contact your Dual Enrollment Advisor. Please visit the [One Stop](#) webpage for contact information or [Click Here](#) to schedule an appointment with an advisor.

B. Submission Dates

Check one:

	Fall 2026 :Aug 187–Dec 6
	Spring 2027: Jan 11–May 9
	Summer 2027: May 24–July 24



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C. Requirements and Calculations

1. **GPA:** Your cumulative GPA must be a 2.0 or higher. Your GPA can be found via your student account or click here: <https://www.gwinnettech.edu/gpa-calculator/>

Input Overall GPA from Banner:

If your GPA is below a 2.0, then you will be required to address this in your personal statement.

2. **Completion Ratio:** Your Completion Ratio must be at least 67%. The ratio is calculated with the following formula:
of passed hours/ # of attempted hours. You can determine your completion rate by clicking here: <https://www.gwinnettech.edu/sap-calculator>.

How to Find Total Attempted Hours and Total Passed Hours for the SAP Completion Ratio Calculation

- Log into your Banner account at GTC-Web.org
- Go to "Student Services and Financial Aid"
- Click on "Student Records"
- Click on "Academic Transcript"
- Leave dropdown boxes as they are
- Click "Submit"
- Scroll down to "TRANSCRIPT TOTALS (UNDERGRADUATE)"
- Look at the "Attempt Hours" and "Passed Hours" in the "Overall" row to see how many credits you have attempted and out of those attempts, how many classes you have passed.

Input completion ratio:

If your completion rate is below 67.0%, then you would need to address this in your personal statement.

- D. **Personal Statement:** Personal statement should be typed on a separate document. You would need to print your typed statement and physically sign and date it, then submit it as a PDF with this document.

Personal Letter Tips for GPA and/or Completion Rate:

- The letter should be written in a professional manner.
- Students should address the letter to the SAP committee.
- The letter should explain in a detailed timeline **WHAT** happened and **WHY** student was unable to meet the minimum overall GPA and/or Completion Rate. Students should state and describe the extenuating circumstances that negatively affected the academic performance.
- Extenuating Circumstances are life events beyond the students control that impacted their ability to perform well in a given semester. There is a list below for the most common extenuating circumstances experienced by students.
- A minimum of two semesters should be addressed in the letter as all students are given a Warning Semester before financial aid is suspended for GPA or Completion Rate.
- The letter **MUST** indicate how the situation has changed or what adjustments the student will make to ensure success and ability to meet SAP requirements in the future.

All documents should be submitted in PDF format to: FinancialAidOffice@GwinnettTech.edu



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- Student should review the Personal Letter for **accuracy, clarity, detail, spelling, and grammar** before submitting it. The committee expects a letter free of spelling and grammatical errors.

List of Common Extenuating Circumstances:

- Personal injury such as a broken arm or leg
- Illness or disease such as cancer or heart attack
- Physical disability: blindness, hearing loss, seizures, etc.
- Mental disability: PTSD, learning disabilities, anxiety disorders, depression, etc.
- Personal crisis (uncontrollable)
- Death or illness of immediate family member (mother, father, siblings, etc.)
- Job loss
- Automobile accident
- Eviction or homelessness

SAMPLE LETTER for a Student on Suspension for Completion Rate and/or Grade Point Average (GPA)

Dear SAP Committee:

Statement: I wish to appeal my federal aid ineligibility as a result of failing to meet SAP requirements during Academic Year 2026-2027.

What Happened

I was involved in an automobile accident in March. I was hospitalized and on bed rest for two weeks with a broken leg. After release, I needed to have physical therapy every day for six weeks. Because of these factors, I was unable to complete the semester and therefore, did not meet SAP requirements.

What has changed

My leg has healed and I have been released by my doctor to return to normal activity. I feel confident that I can continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed. I also set up times with the tutoring center. I have also replaced my vehicle, so I have reliable transportation to get to campus.

Documentation

I have enclosed the following documentation:

- A statement from my physician showing that I was under his care during the above time frame, and why.
- A copy of my hospital bill showing the dates of my stay.
- A statement from my physical therapist indicating my therapy schedule.
- A copy of the Accident Report from the police department
- A bill of sale for a car to replace the one that was in the accident

Sincerely,
Adam Appeal



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E. Supporting Documentation: This is dated and unaltered evidence from 3rd parties that support the claims you make in your personal statement. **You would need to scan and save your documentation as a PDF and submit with this form.**

Documentation examples include, (but are not limited to):

- Previously awarded certificates, diplomas, or degrees
- Awards or accolades
- Transcripts
- Hospitalization records
- Medical records that show diagnosis and/or dates of treatment
- Signed letters from doctors or counselors on letterhead
- Disability benefits
- Signed Letters from Gwinnett Tech Disability Services, Counseling Services, or Tutoring Services on letterhead
- IEP or 504 Plans
- Death certificate, obituary, or funeral programs
- Divorce documents
- Custody documents
- Lawsuit or other legal documents
- Accident reports
- Proof of reliable transportations such as vehicle registration, lease, or car payment receipts
- Layoff or employment separation notices
- Unemployment benefits
- Payment receipts
- Letters from employers that are signed and on letterhead and/or Pay stubs
- Proof of childcare
- Mortgage or rental agreement

F. Certification and Signature

Check each box:

☐	Submitting an appeal does not guarantee an approval.
☐	The appeal may not be reviewed before the Tuition and Fee payment deadline. I will make arrangements to secure my courses by setting up a payment arrangement.
☐	My documents will be reviewed by the SAP Appeals Committee; their decision is final.
☐	If my appeal is approved , then I must meet the conditions of the academic plan to continue receiving my Financial Aid
☐	If my appeal is denied , I cannot receive Financial Aid until I meet the requirements or submit another appeal.

Signature:

Date: