

# GRCC Financial Aid Suspension APPEAL

## Financial Aid Suspension

**You are on Financial Aid Suspension for one or more of the following reasons:**

- You did not successfully complete at least 67% of all attempted credit hours with passing grades, even if financial aid was not used previously.
- You are not maintaining an acceptable grade point average (GPA):
  - » 1.50 GPA is required for 1-14 attempted credits
  - » 1.75 GPA is required for 15-28 attempted credits
  - » 2.00 GPA is required for 29 or more attempted credits
- You have not completed your degree or certificate within 150% of its published program length. (Refer to the GRCC Catalog to find the number of credits required for your program. Multiply that number by 1.5 to determine the maximum number of credits allowed.)

## Checklist for Items to Submit

Complete, print and sign this suspension appeal form.

Complete a typed statement describing your circumstances (below).

Describe actions taken to ensure future academic improvement (on back).

Include a copy of your Academic Progress Report.

Provide supporting documentation for why you are not meeting GPA or completion rate requirements.

For further information visit:  
[grcc.edu/MaintainingAid](http://grcc.edu/MaintainingAid)

## Appeal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Program of Study: \_\_\_\_\_

**Next semester you will enroll in:**

Fall Semester      Winter Semester      Summer Semester

## Statement of Circumstances

Explain what factors impacted your academic progress.

**Actions Taken**

Describe actions taken to ensure future academic improvement.

Your signature: \_\_\_\_\_

**Supporting Documentation**

Examples include, but are not limited to, obituaries, court records, automotive repair bills, medical records, signed statements on letterhead from employers or health care providers. Statements from family members and friends will not be considered.

**Appeal Decision Notification**

- Notification of the appeal decision will be sent to you by mail and via your GRCC email address.
- If further information and/or documents are required, we will notify you by mail and via your GRCC email address.
- If your appeal is approved:
  - » You will be placed on Financial Aid Probation for one semester.
  - » You must enroll in only those courses required for your program.
  - » You must follow the conditions explained in your appeal determination letter until you meet satisfactory academic progress requirements.
  - » You must receive a passing grade in 100% of the courses you enroll in each semester.
  - » You must not withdraw or drop any courses after the 100% refund period for each of your courses.
  - » You must earn a minimum semester GPA of 2.0.

**Submission Instructions** You must return this form in one of the following ways:

**Print and mail OR return to:** Financial Aid Office  
143 Bostwick Avenue, NE  
Grand Rapids, MI 49503-3295

**OR FAX to:** (616) 234-4091

**OR scan/email to:** [financialaid@grcc.edu](mailto:financialaid@grcc.edu)

**For information on file encryption go to:** [grcc.edu/SecurityDownloads](http://grcc.edu/SecurityDownloads)

**Under the Documentation heading, select:** 7Zip Encrypted File Archives