It is recommended that students appealing the financial aid suspension carefully review their academic transcript to ensure that the overall performance is explained in a written appeal.

All appeals must include:

1. A copy of the completed academic plan
2. An explanation and documentation of why the student failed to meet satisfactory academic progress
3. What has changed that will allow the student to make satisfactory academic progress at the next evaluation period

Students are encouraged to contact Advising and Transfer Services to schedule an appointment to meet with an Advisor. To schedule an appointment call 301.322.0150 or visit the Advising Center at Bladen Hall 124.

In preparation for the meeting the student must:

1. Print a copy of your most recent unofficial transcript from Owl Link.
2. Type and print the statement of appeal.
3. Complete and print a copy of your EDUPLAN with courses planned for the next three (3) semesters. You may access EDUPLAN through Owl Link using the following steps:
   - Select Program Evaluation and print your report
   - Select Course Planning Wizard to plan courses by category from your Program Evaluation report
   - Select Create/Add to Worksheet to plan Developmental or ESL courses
   - Select View Worksheet for a chronological list of courses
   - Select Modify Worksheet to change term or remove courses
   - Select Register to register for courses directly from your worksheet
   - Select Email Advisor to send questions to advising@pgcc.edu
   - Select Summary of Educational Plan to view personal information, test scores, schedule or transcript
   - Tutorials for each menu link are located next to the link
4. Complete the Financial Aid Appeal-Academic Plan form. Please be sure the student ID number is clearly written on all correspondence submitted.