



Satisfactory Academic Progress (SAP) Financial
Aid Academic Appeal – Academic Plan
Student Check List

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.

In order to appeal your financial aid eligibility, you must schedule an appointment with an advisor through Starfish.

1. Go to the PGCC website: www.pgcc.edu and click on the MyPGCC link.
2. Login to your account (if you do not remember your ID and password, please contact the help desk at (301) 546-0637 / Bladen Hall, Room 106 / email: HelpDesk@pgcc.edu).
3. Click on the **My Appointment** icon
4. Click on the **Service Tab** at the top of screen.
5. Academic Advising at Largo will be first item to select from the list – Click on Schedule Appointment.
6. The calendar – located in the top left hand corner of the screen – select the month of November to choose the desired day and time. **Please choose one day only!**
7. The next screen will let you review what you just selected – click on the **Next** button.
8. To confirm the appt., click on **Schedule** button. A confirmation will be sent to your PGCC student email.

In preparation for the SAP advising session the student must bring the following materials:

1. A completed SAP Appeal Form.
2. A copy of their Academic Program Evaluation.
3. A copy of their unofficial transcript.
4. A pencil or pen to fill out the student planning worksheet and sign the SAP Appeal Form.
5. A typed letter of explanation (**documentation to support the explanation is strongly encouraged**).
6. Bring proof of quiz completion with a 100% test result.