



SATISFACTORY ACADEMIC PROGRESS APPEAL

DIRECTIONS—You may appeal your financial aid satisfactory academic progress (SAP) status if extenuating circumstances interfered with your ability to meet SAP standards. Examples of unusual circumstances include, but are not limited to, serious injury or illness, personal issues, death of a family member, documented disability, or divorce.

To file an appeal:

- Complete Sections A, B, C and D of this form.
- Gather supporting documentation.
- Meet with your Enrollment Coach to develop an academic plan that will result in you meeting SAP standards.
- Your Enrollment Coach must complete Section E.

NOTE: Once you are notified about financial aid suspension, max-time frame or max-time suspension status, you have **five (5) working days** to submit an appeal or until the next semester **census date**. The census date can be found in our college calendar at <http://www.tstc.edu/about/calendar>. It is in your best interest to submit an appeal as soon as you receive your suspension notice.

Within 10 business days after your appeal is received, you will be notified by email as to whether your appeal was approved or denied.

The student is responsible for any payments and meeting payment deadlines during the appeal process. The student should not miss payment deadlines while waiting for a response. Failure to pay for tuition and fees may result in de-registration. The student is responsible for balances due if the student withdraws before or after an appeal is denied.

***NOTE:**

Sitting out a semester or more does not change the SAP calculation result.

**RETURN THIS FORM TO
Your Enrollment Coach at the local One Stop Shop: Student Resource Center**

*Please add the required signature(s) in **blue** or black ink.*

SECTION A. Student's Information

Name:	STUDENT ID #:
Address:	Reason for financial aid SAP suspension: (check box(es) below)
City, State ZIP:	<input type="checkbox"/> Cumulative GPA / Term GPA (2.0)
Phone:	<input type="checkbox"/> Cumulative / Term Attempted Credit Percentage (Completion Rate <67%)
Email address:	<input type="checkbox"/> Maximum Attempted Credits for program Enrolled (Max-Time Frame/Max-Time Suspension)
Expected Graduation Date: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____	Program of Study:

SECTION B. Explain your unusual circumstances

Appeals submitted without supporting documentation will not be accepted and will be DENIED.

You must attach appropriate supporting documentation to this form according to these guidelines:

- If a family member or significant person in your life has died, please attach a copy of the obituary or death certificate.
- If you, a family member, or a significant person in your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or a police report, and/or hospital documentation with relevant dates.
- If you or your parent has gotten a divorce, please attach a copy of a letter from an attorney or the divorce decree and state how the divorce impacted your educational performance.
- If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, lawyer, or other professional third party.
- If you have reduced your work schedule to allow for more time in which to study, please provide a letter or work schedule from your employer.



Be specific in describing the factors that caused your failure to meet SAP standards. Attach supporting documents and any additional pages if needed.

SECTION C.

What has changed in your situation that would allow you to maintain satisfactory academic progress if your appeal is granted. Be specific in describing what has changed and how this change will allow you to no longer have your academic performance hindered. Attach additional pages if needed.

SECTION D. Student certification

I understand I must successfully complete the academic plan developed and agreed upon with my Enrollment Coach to remain eligible for financial aid.

Student's signature:

Date:

SECTION E. Enrollment Coach's statement and academic plan

**** NOTE** THIS SECTION NOT FOR STUDENT**

Enrollment Coach: Satisfactory Academic Progress standard requires a minimum cumulative and term GPA of 2.0, successful completion of 67% of all courses attempted for both term and cumulative, and attempts no more than 150% of the total credit hours for a program of study.

Please review with the student the reason for SAP suspension (see section A), then work with the student to develop an academic plan that, if successfully followed, will result in the student attaining the required standard. This section must be completed for this appeal to be processed.



Step 1: Is the student filing a Cumulative GPA (2.0) Appeal? Yes No

If yes, do you anticipate that the student can reasonably attain the required GPA in one term? Yes No

If no, indicate by what term the student could reasonably be expected to attain minimum GPA standards and what GPA will be required each term to meet standards by that time.

Fall 20__ Spring 20__ Summer 20__ Average GPA needed each term: _____

Step 2: Is the student filing a Completion Rate (67%) Appeal? Yes No

If yes, do you anticipate that the student can reasonably attain the required completion rate in one term? Yes No

If no, indicate by what term the student could reasonably be expected to attain minimum completion rate and what completion rate will be required each term to meet standards by that time.

Fall 20__ Spring 20__ Summer 20__ Average GPA needed each term: _____

Is the student's academic plan for the upcoming semester reasonable in terms of semester hours and class difficulty? Yes No

Step 3: Is the student filing a Maximum Time Frame (for program of study) Appeal? Yes No

If yes, is the student seeking a new program of study? Yes No

If student is filing a maximum time frame appeal, please provide the following information below.

Student's degree program	Credits remaining to complete program <i>(include in progress & future semesters)</i>
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Does the student have sufficient financial aid eligibility left to complete the program of study?

(Pell LEU and or Loan aggregate limits)



Step 4: Please provide the following information regarding the student’s appeal.

Please add comments, indicate any concerns you have about plan vitality, and recommend any action to assist the student with academic success (e.g., referral to the Learning Center, referral to Career Services, HATTS, recommendation to reduce work hours or change classes).

Enrollment Coach Name:	Date:
Enrollment Coach signature:	Phone:

For Office Use Only: **Approved** **Denied**

Comments: _____

Step 5: Attach a signed copy of the academic plan to this appeal.