

# Southwest Texas Junior College STUDENT FINANCIAL AID OFFICE

**2009 – 2010 APPEAL FORM**  
**FALL \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_**

Student Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Phone Number \_\_\_\_\_

A review of your file indicates you have not met the Standards of Satisfactory Progress. You may appeal your suspension of financial aid eligibility by completing this form and submitting it to the Student Financial Aid Office with required documentation. **DOCUMENTATION REGARDING CIRCUMSTANCES IS REQUIRED:** Documentation could include letters from doctors, copy of death certificates, letters from instructors, counselors or other professionals who can substantiate the claim being made. **Submission of this form does not guarantee your financial aid eligibility will be reinstated. Please allow 4 weeks for processing of this appeal.**

**SECTION A:**

- \_\_\_\_ 1A) **Identify the reason(s) why your financial aid has been suspended. (Check all that apply.)**  
 \_\_\_\_ failed to meet the quality (2.00 GPA) and quantity (65% completion rate) standards.  
 \_\_\_\_ failed to meet 'Continued Probation' requirements.  
 \_\_\_\_ failed to meet the maximum time frame standard (attempted over 100 semester hours).  
 \_\_\_\_ academically suspended and am re-enrolling.

- \_\_\_\_ 2A) **Answer the following three questions in a typed, comprehensive explanation of why you failed to meet the Standards of Satisfactory Academic Progress:**

- 1. What extenuating circumstances impacted your ability to meet the standard(s) as noted in 1A?**  
*Examples are: illness, medical emergencies, change of degree plans, or reentering college after a long absence .*
- 2. How has your situation changed since you last attended?**  
*Provide information that the extenuating circumstances have been resolved and why you believe you will be able to meet all Standards of Satisfactory Progress including the 65% completion rate and 2.0 GPA requirements.*
- 3. What steps do you plan to take to meet the standard(s) you failed to meet as indicated in 1A?**  
*Describe your efforts to correct the standard(s) you did not meet such as reviewing and/or reevaluating your degree plan with an Academic counselor, retaking failed courses, etc.*

**SECTION B:**

- \_\_\_\_ 1B) **See an academic advisor and have the advisor certify the courses you will enroll in for the term listed above that are part of an SWTJC degree/certificate or a degree plan from a transfer institution and attach a copy of the degree plan.**
- \_\_\_\_ 2B) List the courses you intend on enrolling in for semester you are appealing.

Course Name	Number	Section	Credit Hrs	SWTJC Degree	Transfer Degree	Remediation Required	Repeating A Course

- \_\_\_\_ 3B) **COUNSELOR CERTIFICATION:**  
 I certify the courses listed are required for this student's SWTJC degree/certificate or transfer institution degree plan.

\_\_\_\_\_  
 Counselor's Signature

\_\_\_\_\_  
 Date

- \_\_\_\_ 4B) **STUDENT CONFIRMATION:**  
 I understand and agree with the certification. I agree to notify the Student Financial Aid Office at SWTJC **immediately** of any changes to the above plan or if I withdraw or stop attending any of the classes listed. I also certify that the information I am submitting to the Student Financial Aid Office is true and accurate to the best of my knowledge.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

**FA OFFICE USE ONLY:**

Approved  Rejected Committee Signatures: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

Comments: \_\_\_\_\_