

2022-2023 Academic Year
Fall 2022 Spring 2023 Summer 2023 (circle one)

Student's Full Name ID Number Phone number

A review of your file indicates you have failed to meet the maximum time frame standard (Attempted over 93 semester hours).

Please follow the instructions below so that processing of your financial aid can continue.

- 1) Complete the Academic Program Evaluation form
- 2) List the courses you intend on enrolling in for term indicated above.

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

- 3) Provide a clear written statement describing the circumstances that took place in previous semesters that may have impacted your ability to meet the current SFA Standards of Academic Progress. Documentation supporting the extenuating circumstances **must** be included and available for review, otherwise, your appeal will be denied. (Examples: copy of medical records, death certificate, divorce decree).

- 4) **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

- 5) Upload your Appeal through your Self-Service account. Incomplete paperwork will not be presented to the Appeals Committee for review. Self Service - <https://selfservice.swtjc.edu:444/Student/Account/Login>

ACADEMIC ADVISOR CERTIFICATION

I certify the courses listed are required for this student's SWTJC degree/certificate. **Attached is the degree plan.**

Academic Advisor Signature Date

Due Date:
Fall 2022 – July 29, 2022 at Noon.

FA OFFICE U ONLY:

Approved Rejected Approved Rejected Approved Rejected

Signature Signature Signature