

INSTRUCTIONS FOR G.P.A. APPEALS

Please take the time to read the entire appeal form.

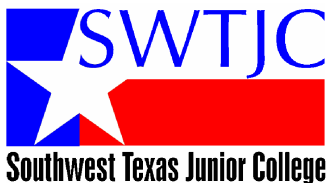
You must complete each section appropriately. Appeals that are submitted to the Financial Aid Department incomplete will not be presented to the Appeals Committee for review.

The following must be attached to the Appeal:

1. **Degree Plan**- This will be provided to you by an Academic Advisor, you must also have your Academic Advisor sign your appeal form; you are to see an Academic Advisor before you visit the Student Success Center.
2. **IAP**- You must visit the Student Success Center and obtain an IAP.
3. **Letter**- A letter explaining your appeal situation as requested in Section B of the Appeal Form.

Your deadline for appeals is:

Spring 2017: January 20, 2017 @12p.m.



2016-2017 Student Financial Aid Appeal Form

Check One Fall 2016 Spring 2017 Summer 2017

Please Note: Students must be prepared to make payment arrangements to meet payment deadlines during the appeal process. All decisions made by the FA Appeal Committee are final.

A. STUDENT INFORMATION

Last Name	First Name	MI	SWTJC ID
Email Address		Phone Number	

B. Student Required Documentation

Check the appropriate reason you are requesting a re-evaluation of your termination of Financial Aid

1. failed to meet the quality (2.00 GPA) and quantity (67% completion rate) standards.
2. failed to meet 'Probation' requirements.

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).

Address the following questions in a **written statement**:

- **What extenuating circumstances impacted your ability to meet the standard(s)?**
Examples are: illness, medical emergencies, change of degree plans, or reentering college after a long absence
- **What steps do you plan to take to meet the standard(s) you failed to meet?**
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 67% completion rate and 2.0 GPA requirements. Example: reviewing and/or reevaluating your degree plan with an Academic counselor, retaking failed courses, etc.

C. Academic Advisement: Attach a copy of your active degree plan

Meet with an academic advisor in regards to degree selection, degree plan and a tentative schedule of courses.

List the tentative schedule for the indicated term and attach a copy of active SWTJC degree plan.
If taking only academic support courses for 4 yr. school, please also attach copy of university degree plan.

Course Name	Number	Section	Credit Hours	SWTJC Degree	Transfer Degree	Remediation Requirement	Repeat Course

_____ Academic Advisor's Signature

_____ Date

C. STUDENT CERTIFICATION STATEMENT

By signing this form, I certify that all the information reported to qualify for Federal Student Aid is complete and correct. I also 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.

_____ Student's Signature

_____ Date

*****For Office Use Only*****

FINANCIAL AID APPEAL COMMITTEE

Previous Appeals: _____

IEP Completed _____

Committee Members:

Committee Member (Please Print)	Initial	Comments	Approved	Rejected

2016-2017