



Southwest Texas Junior College
STUDENT FINANCIAL AID OFFICE

Academic Program Evaluation

Max Time Frame Appeal

2021-2022 Academic Year
Fall 2021 Spring 2022 Summer 2022 (circle one)

Student's Full Name _____

ID Number _____

Phone number _____

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

ease 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 Dates: Summer I – May 27, 2022 at noon

Summer II – July 6, 2022 at noon

Final day to accept appeal: - July 15, 2022 at noon

(you must make payment arrangements when you submit an appeal)

FA OFFICE U ONLY:

Approved Rejected

Approved Rejected

Approved Rejected

Signature

Signature

Signature