

# Satisfactory Academic Progress Appeal Form



Fall 2009       Spring 2010       Summer 2010

**Appeal deadline is the last business day prior to first class day each term. ex: Fall 2008: 8/31/09; Deadline: 8/28/09**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Classification \_\_\_\_\_ Earned Hours \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

**Reason for appeal:** (check appropriate boxes)       Deficient Hours       Maximum Time Frame \_\_\_\_\_

**As per Federal regulations,** a student who is not making Satisfactory Academic Progress can appeal to the Student Financial Aid Office if the student falls under one or more of the following hardships:

- Death of an immediate family member of the student (parents, siblings, spouse, children)
- An injury or illness of the student or immediate family member (parents, siblings, spouse, children) or
- Other unusual circumstances that prevented you, the student, from making satisfactory academic progress.

**Note:**

- Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be approved.
- Work is not considered a hardship since financial aid is viewed as a supplement to student's income in order to help reduce the number of hours the average student would have to work in any given week.
- It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student.
- If you do not meet one of the hardships above you are not eligible for an appeal.
- You are not eligible for an appeal if you have already attempted or will be reaching 150% of the total hours required for your degree.

## Suggestions on Writing Your Appeal

- Submit your appeal as soon as possible.
- A reason for appealing would be an extenuating circumstance under which you had no control and which you can document.
- Your appeal should consist of two parts.
  - In Part I, clearly explain how the circumstances prevented you from meeting academic progress standards, indicating if the problem has been resolved.
  - In Part II, clearly explain how you will be able to meet progress standards in the future.
  - Provide relevant dates and supporting documents from appropriate third parties, such as academic advisor, instructors, doctors, counselors, clergy, etc.

## Examples of documentation, which might be used to support the appeal, include the following:

- Copy of death certificate, newspaper obituary for immediate family member
- Medical documentation pertaining to the time period in question, indicating that the student was unable to perform normal school related activities
- Relevant documents from a counselor, therapist, minister, priest or social worker relating to emotional or family difficulties, which affected to the student's performance.
- Police reports of incidents in which the student was the victim of a crime

As per HB 1922 (Subtitle A Title 5 Government Code, Chapter 559) it is the policy of the state that an individual is entitled on request to receive review and/or correct any information about the individual, which has been submitted to TSTC Harlingen, with few exceptions. The information TSTC Harlingen collects will be retained and maintained as required by Texas Records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules.

(continued on reverse)

# Satisfactory Academic Progress Appeal Form (continued)

## Appeal Categories

Mark the box that represents the reason for your appeal. Read and FOLLOW the instructions. ATTACH copies of supporting documentation, statements, or letters to your Appeal.

You must complete this page. This is part of your appeal request.

- Death of an immediate family member** (immediate family member is a parent, child, spouse, brother or sister). Other relatives such as grandparents, uncles, aunts, and cousins are not immediate family members.
  - Part I. (CAUSE): Explain the circumstances as to how their death affected your academic performance. Was this an unexpected death? Did their death occur during the semester you became deficient? What role did you play in their care? Were you the primary caregiver for this person and why was the reason you chose to be the caregiver? How long ago did this person die? Provide a photocopy of the death certificate, obituary notice or letter from the funeral home. Include in your statement, the deceased's name, their relationship to you and date of death.
  - Part II. (YOUR SOLUTION): Please explain what you have done to resolve the problem that prevented you from successfully completing your required hours. Did you seek counseling to deal with the death? Did you make an effort to make up the deficiencies after this death? What steps have you taken to ensure you will complete the upcoming semesters? Be very specific. The Advisory Committee must have sufficient proof that you have taken steps to ensure you will make satisfactory progress in the future beginning with this upcoming term. If you did not attend the previous summer sessions, explain why.
- Illness or injury.** You, your spouse, your dependent children were injured or ill for an extended period of time. Explain at what time the injury or illness occur in relation to your enrollment (Do not include childcare as a hardship since this would have been an issue if you work and before you enrolled for classes.)
  - Part I. (CAUSE): Who was ill or injured? What was the illness or injury? How long was this person ill or injured? What were the restrictions, if any? Why was this person (if this person was not you) unable to care for self while you attended classes? Provide medical records, bills or doctor's statement. Provide names and relationships to you of the person who was ill or injured.
  - Part II. (YOUR SOLUTION): What steps have you taken in case another illness or injury occurs to ensure you will be able to attend your classes and meet your academic obligations for the semester? Explain your plans in detail. You must convince the Advisory Committee you are serious about successfully completing the semester.
- Change in academic program.** You have changed academic programs. As a result, you have exceeded the maximum allowable semesters as per TSTC's Satisfactory Academic Progress Policy. You must recognize that changing majors does not allow you extra time to graduate. The allowable number of terms remains the same irrespective of the additional time need to complete the new degree requirements.
  - Part I. (CAUSE): Explain your reason for changing majors this late in your career. In your explanation, include how many hours from your previous major will not transfer into your new degree. How many hours do you still need to complete this new major? Attach an official, signed degree plan for this new major. If you had previously appealed for this same reason, you must still submit an updated, signed degree plan. DO NOT SUBMIT A TRANSCRIPT.
  - Part II. (YOUR SOLUTION): Describe your plan of action. How many hours will you be enrolling this semester? List the courses you will be taking this semester. Include in your statement, your anticipated graduation date. Other than financial aid, (grants, loans, work-study) how do you plan to pay for the remaining terms for completing your degree?
- Extenuating circumstances.** You experienced an unusual situation which you had no control. This unusual situation is not one of the categories above. Automobile accident, automobile breakdown, marital conflicts are examples of extenuating circumstances.
  - Part I. (CAUSE): Explain the unusual situation and how it affected studies. Include in your statement, what actions you took that semester to successfully complete your classes (i.e., did you ask for extra help from the professor? Did you have a study group? Did you seek tutoring? Did you seek counseling for study skills? Why did you drop or fail the class?) When did you decide you would drop the class or that you would fail the class?
  - Part II. (YOUR SOLUTION): Describe your plan of action. What steps have you taken to solve your problems? Do you now have reliable transportation? Have you sought marital counseling or resolved problems? Have you sought consumer credit counseling for your financial hardship? Attach your support documents such as a letter from a professor, accident report, or marriage counselor, divorce attorney or copies of your repair receipts for your vehicle.

All of the information on this form is true and complete to the best of my knowledge. I certify that I have read the instructions and understand that submitting an appeal along with supporting documentation does not guarantee an approval and that the Financial Aid Advisory Committee's decision is final.

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

<b>Financial Aid Office Use Only</b>		<input type="radio"/> Approved	<input type="radio"/> Disapproved
Comments: _____			
_____			
Financial Aid Representative's Signature _____		Date _____	

<b>For Office Use Only:</b> CRI Code: <b>FAC09APP</b> Date Entered: _____ Initials: _____ Date Scanned: _____ Initials: _____
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