



2023/2024 Satisfactory Academic Progress (SAP) Appeal Form

Full Name: _____ TSC ID#: _____

Phone # () _____ Email: _____@student.tsc.edu

Please read all instructions carefully. Type or print in black or blue ink. Select the semester attending:

Term: ☐ **23/Fall** (priority deadline 7/28/23) ☐ **24/Spring** (priority deadline 12/1/23) ☐ **24/Summer** (priority deadline 5/10/24)

The latest an Appeal will be accepted or completed for consideration for the current semester will be the last day to withdraw for that semester. See the academic calendar for a respective date at: <https://www.tsc.edu/academics/academic-calendar/>

Please allow 10 business days to process.

Incomplete appeal packets will be denied. Required documents must be included with the appeal:

1. **Attach a Personal Statement.** Statement/letter must be typed and MUST explain the following:
 - A. What were your extenuating circumstances that prevented you from meeting SAP? Explain each semester in which you did not meet SAP. (Include dates/terms.)
 - B. What has changed in the situation that will allow you to demonstrate Satisfactory Academic Progress at the end of the next semester?
2. **Attach supporting documentation** for each term in which you did not meet SAP.
3. **Attach current degree audit** (available for print via TSC Online)

IMPORTANT: Financial Aid evaluates your entire academic history. Please review your transcript to identify and address ALL semesters in which you did not meet SAP (withdrawals, dropped courses, incompletes, and failing grades). If you are in suspension due to Timeframe, please explain if you earned a degree or took remedial courses.

Reason for Appeal:

- **For Veteran's Hazelwood benefits only.**
- **GPA** (Must maintain a minimum 2.0 GPA)
- **Completion Rate** (must complete a minimum of 67% of all attempted courses)
- **Timeframe/Maximum Hours** (complete your program on time and within 150% maximum hours allowed)

Extenuating Circumstances include:

- **Medical** – If you experience a medical condition, illness, or injury which resulted in Financial Aid Suspension, attach documentation confirming you received medical treatment for the semester (s) affected.
- **Death/Illness** – If the death or illness of a family member had a negative impact on achieving your academic goals, please attach appropriate copies of medical records, death certificate, or obituary, etc.
- **Other Circumstances** – Please explain extenuating circumstance(s) and attach appropriate documentation. If you have already earned a degree, provide a copy of your earned degree audit, which can be accessed via TSC Online.

For additional information regarding SAP, please visit:

<http://www.tsc.edu/index.php/financial-aid-office/general-information/satisfactory-academic-progress.html>



2023/2024 SAP Appeal - Academic Plan

Please **Read and Initial** the following statements below to indicate that you understand the conditions outlined below.

- _____ I understand I must earn a minimum semester GPA of 2.0 during each enrolled session/semester until I regain Good standing based on the Financial Aid SAP standards.
- _____ I understand I must complete 100% of all enrolled courses until I regain Good standing based on the Financial Aid SAP standards (i.e. **I cannot drop any courses after the Official Record Date** of each enrolled semester.)
- _____ I understand I must remain on schedule to complete my current program of study within **150%** of the minimum number of hours required for graduation.
- _____ I understand I must enroll only for courses in my degree audit or in developmental or preparatory courses required for my current program of study.
- _____ I understand I must continue in my Approved/Active Program of Study until I regain Good Standing based on the Financial Aid SAP standards or I graduate from my program of study.
- _____ I understand that if I do not meet the conditions of my approved Financial Aid SAP Appeal, and Academic Plan, I will no longer be eligible for financial aid until I regain Good standing based on the Financial Aid SAP standards.
- _____ **I understand it's my responsibility to make payment arrangements if I DO NOT meet the Appeal Priority Deadline.**
- _____ The committee may impose additional requirements when deemed necessary and will inform you about them in writing.
- _____ I understand that my Appeal cannot be approved multiple times for the same reason or extenuating circumstances.

To be completed by an Enrollment/Success Coach

Current Academic Program of Study: _____ Catalog Year: _____

Number of credit hours needed for degree completion (include current term and remedial courses): _____

Expected Graduation Date: _____

***** Note: Student will not receive financial aid for attempting additional hours beyond the hours indicated above or not part of the program of study. *****

Enrollment /Success Coach Name: _____ Signature: _____

Extension: _____ Date: _____

Certification and Signature

I understand that the financial aid office may request additional documentation. I further understand that my financial aid will remain incomplete until all necessary documents are submitted.

I certify that all information reported on this form is complete and correct to the best of my knowledge. I authorize the Financial Aid Office at TSC to make corrections to resolve any discrepancies.

WARNING: *If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*

Signature: _____

Date: _____