

# Satisfactory Academic Progress (SAP) Appeal Form

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NAME \_\_\_\_\_ TCL ID \_\_\_\_\_

WHAT TERM AND YEAR ARE YOU SEEKING TO APPEAL AID SUSPENSION? \_\_\_\_\_

Follow the instructions for the section (A, B or C) in your notification email and review the TCL Satisfactory Academic Progress (SAP) policy.

## **SECTION A: Suspension for Failing to Meet Policy after Warning Period**

You have the option to pay for classes out-of-pocket until you have reestablished eligibility under the SAP standards or if you have **documented** extenuating circumstances you may submit an appeal. To appeal, you must:

1. Provide a letter addressed to the Director of Financial Aid describing in detail the circumstances that prevented you from meeting the SAP policy. Explain how the circumstances affected you academically, how you resolved your issues and how you will now be able to meet satisfactory academic progress requirements in future semesters.
2. Explain and document why you were not able to be successful in previous semesters. You must provide explanations and documentation of extenuating circumstances for **all** semesters in which you did not meet the SAP requirements. Refer to the SAP policy for examples of acceptable extenuating circumstances and acceptable documentation. If an instructor is familiar with your circumstances, you may also obtain a signed statement from the instructor to include with your appeal packet.

## **SECTION B: Suspension for Failing to Meet Probation Stipulations of Academic Plan**

Before you may submit another appeal, you must register for and complete at least six credit hours without financial aid (excluding Lottery Tuition Assistance). Exceptions to this policy will only be allowed if you encountered some type of extenuating circumstances during the probationary period that hindered you from meeting the stipulations.

\_\_\_\_\_ Check here if you successfully completed a semester at TCL with at least 6 credit hours, 100% completion rate and at least a 2.0 semester GPA. You may submit this form without appealing.

If you have extenuating circumstances and wish to appeal, you must:

1. Provide a letter addressed to the Director of Financial Aid describing in detail the circumstances that prevented you from meeting the required stipulations. Explain how the circumstances affected you academically, how you resolved your issues and how you will now be able to meet satisfactory academic progress requirements in future semesters.
2. Explain and document why you were not able to meet the probation stipulations. You must provide explanations and documentation of extenuating circumstances for the probation period in which you did not meet the stipulations of your Academic Plan. Refer to the SAP policy for examples of acceptable extenuating circumstances and acceptable documentation. If an instructor is familiar with your circumstances, you may also obtain a signed statement from the instructor to include with your appeal packet.

## **SECTION C: Maximum Time Frame (Attempted maximum number of credit hours for the program of study)**

1. Provide a letter addressed to the Director of Financial Aid explaining why you have attempted more credit hours than is required to complete your program. Be specific and explain all program changes at TCL, explain any hours transferred from another college and explain your future academic plans.
2. Obtain from the Registrar's Office a completed Program Evaluation for your program showing the total number of hours attempted in your current program of study and the number of remaining classes needed to complete your program of study.

**Student Certification:** *I have reviewed the TCL Satisfactory Academic Progress (SAP) policy. I am providing complete and accurate appeal information. I understand the Director will not follow-up for missing or incomplete information. I have reviewed my appeal request and have attached all documentation specific to my appeal.*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**