

Satisfactory Academic Progress Appeal Form



If you are suspended and would like to have your financial aid reinstated, you must complete this form:

Complete the information below and submit the form to your academic advisor. You will be notified in writing of a decision within 15 business days after the date your appeal was received. Your appeal will be reviewed by the Financial Aid Director or Assistant Financial Aid Director. If your appeal is denied, you may request a second review by a committee. The committee will consist of your academic advisor, a college counselor, and a financial aid representative.

Name _____ SSN or Tech ID # _____
(Print)

E-Mail _____ Phone _____

Course of Study _____

For the following two questions, please type or print your answers legibly. Use short, concise sentences to explain your situation and attach an additional sheet of paper if needed.

1. There must be mitigating circumstances which temporarily prevented you from maintaining satisfactory academic progress. Documentation of all mitigating circumstances, such as statements from medical providers, counselors, family members death certificates, etc., must be attached to this form. Generally, a one-time medical or personal problem will not be a sufficient cause for an appeal since this policy evaluates performance over your entire educational career at SCTC. Explain your mitigating circumstances:

2. The mitigating circumstance which caused your suspension must be resolved. What have you done to resolve your mitigating circumstances?

Student Signature _____ **Date** _____