

Standards of Academic Progress Appeal Form



Name: _____ Student ID: _____

Email Address: _____

REASON FOR APPEAL

Area(s) of noncompliance [check applicable area(s)]:

- GPA-semester GPA is below a 2.00
- GPA-cumulative GPA is below a 2.00
- Credit Progression-did not complete minimum credits required-67%
- Maximum Time Frame has expired-attempted 150% of program

CHECKLIST

- Signed Appeal Form
- Personal Statement
- Supporting Documentation
- Program Evaluation (EVAL)

DEADLINES

May 1—Fall Semester

October 1—Spring Semester

March 1—Summer Semester

*priority processing dates

The complete Standards of Academic Progress can be found at www.westtexas.tstc.edu

Your financial aid has been suspended due to noncompliance with TSTC WTX's Financial Aid Standards of Academic Progress (SAP). Use this form to request reinstatement of your aid.

Carefully read and follow the instructions below.

1. Prepare a typed, detailed personal statement explaining the following points:
 - a. The nature and timing of the extenuating circumstances that prevented you from meeting SAP. Examples of extenuating circumstances include, but are not limited to:
 - Death or major hospitalization of an immediate family member (i.e. parent, spouse, child, etc.)
 - Extended hospitalization or medical condition of student
 - Victimization of a violent crime or natural disaster
 - Recent diagnosis of a learning disability
 - If you are appealing for more time to complete your degree (duration), please indicate how many more semesters you need. If you have changed your major or academic goal, please explain thoroughly your reason(s) for doing so.

Work conflicts or lack of transportation to school are NOT generally considered extenuating circumstances.

Do not discuss your need for financial aid as part of your rationale for reinstatement of financial aid. The Financial Aid Office assumes that any student filing an appeal is doing so based upon financial need.

- b. How the circumstances that prevented you from meeting SAP have now been resolved.
- c. Your contact information. Please provide your current mailing address and telephone number.
- d. Sign and date your personal statement. Make sure to include your student ID number.

