SATISFACTORY ACADEMIC PROGRESS APPEAL FORM 2011-2012

If you wish to appeal the loss of your eligibility, please complete this form and attach supporting documents. Appeals submitted without supporting documents will be rejected. Once this appeal form has been completed, please submit it to the above address with your supporting documentation.

Section A: Student Information

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
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<th>Student ID Number (EMPLID)</th>
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<th>Phone Number</th>
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Section B: Please check the term you would like to utilize the appeal (Choose 1 term only):

- [ ] Fall 2011
- [ ] Spring 2012
- [ ] Summer 2012
- [ ] ONE TERM ONLY

Reason for Appeal:

Students may appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of a family member, or other unusual circumstances.* This appeal is based on the situation(s) checked below:

- [ ] Personal illness or illness of an immediate family member. (Please attach statement from a family physician attesting to the medical condition.)

- [ ] Death of an immediate family member. Relationship: ____________________________ (Please attach a copy of the obituary or death certificate.)

- [ ] Other unusual mitigating circumstances.* (Please provide a written explanation and supporting documents – i.e. court records, police reports, letter from counselor or another unbiased third party, etc.)

- [ ] Successfully completed one degree at John Tyler Community College and are now attempting another.

*Note: Job conflicts, transportation problems, or childcare conflicts DO NOT constitute unusual mitigating circumstances and will not be considered.

Detailed explanation of factors contributing to your unsatisfactory academic progress:
You must provide the Financial Aid Office with a written explanation detailing the reasons you failed to make satisfactory academic progress (SAP). In addition, you must state what changes in your circumstances have occurred which will ensure that you will be able to meet our SAP requirements in subsequent semesters if your appeal is approved.

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Please initial each item indicating that you have read and understand the information below:

___ I understand that decisions on appeals are processed on a case-by-case basis.
___ I have read the JTCC SAP policy brochure and understand why I am not making satisfactory academic progress.
___ I understand that appeals turned in without supporting documents will be denied. If approved, I will be expected to:
   • Achieve at least the minimum 2.0 semester grade point average from the approved semester forward.
   • Successfully complete 70% or more of the courses attempted from the approved semester forward.
   • Complete my program before I have attempted 150% of the program requirements. This calculation is cumulative and includes all prior courses attempted as well.

Student Signature ___________________________________________ Date __________________