Administrative Appeal to the Satisfactory Academic Progress Policy for
Financial Aid Recipients
2010-2011 Aid Year

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.

Student’s Name:__________________________  Phone:________________________________
SS#_________________________  EMPLID # ________________________

Please check the term you would like to utilize the appeal for:  (Choose 1 term only):

_____ Fall 2010
_____ Spring 2011
_____ Summer 2011

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.)

*Note:  Job conflicts, transportation problems, or childcare conflicts DO NOT constitute
unusual mitigating circumstances and will not be considered.
Name ________________________ SS# __________________  EMPLID# __________

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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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 ________________