

Financial Aid

Unsatisfactory Academic Progress Appeal Form

Name:	ID#:
Email:	Cell Phone #:

Required Documentation

<p>* Reasons for Appeal</p> <p><input type="checkbox"/> Personal illness or injury</p> <p><input type="checkbox"/> Personal crisis</p> <p><input type="checkbox"/> Illness of a family member</p> <p><input type="checkbox"/> Death in the family</p> <p><input type="checkbox"/> Other (list) _____ _____ _____</p>	<p>Submit a one-page explanation about why you have not met the required GPA and/or PACE requirements, or why you have exceeded the maximum time-frame allowed to complete your degree.</p> <p>Your explanation must include the following:</p> <p style="padding-left: 20px;">Explain what happened – why you were unable to maintain satisfactory progress (Attach any relevant supporting documentation, which may include a doctor’s statement, copy of hospital/urgent care/physician’s bill, obituary, funeral notice, or death certificate.)</p> <p style="padding-left: 20px;">Explain what has changed – the corrective measures you have taken or will take to achieve and maintain satisfactory academic progress</p> <p style="padding-left: 20px;">Is this your first SAP appeal? YES___ NO___</p> <p style="padding-left: 20px;">If NO, What term and year did you previously appeal? _____</p>
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**Lack of awareness of withdrawal policies, requirements for satisfactory academic progress, or unpreparedness for college coursework, will not be accepted as reasons for the purpose of an appeal.*

Academic Plan

<input type="checkbox"/> If you are exceeding the maximum time frame	1. With your advisor, complete the academic plan form that states the classes you have left to take, the total number of credit hours left to graduate, and your expected graduation date. This plan must be signed off on by your advisor. Should a conflict arise in your schedule, a revised academic plan must be submitted to the Office of Financial Aid along with an explanation of the situation.
<input type="checkbox"/> If you are not meeting the GPA and/or PACE requirements	1. With your advisor, complete the academic plan form that states the classes you have left to take, the total number of credit hours left to graduate, and your expected graduation date. This plan must be signed off on by your advisor. 2. With your advisor or the registrar, determine and enter below your projected SAP progress: My GPA will reach 2.0 (or higher) by _____ (term/year) if I maintain _____ GPA per semester. My PACE will reach 67% by _____ (term/year) if I pass _____ credits per semester. My Total Attempted Credit Hours (including transfer credits) when I graduate will equal _____.

By completing and signing this form, I understand the following:

- Submitting an appeal is not a guarantee that my eligibility for financial aid will be reinstated.
- If my appeal is approved, I will be placed on Probationary Status and will be eligible for aid for one semester; during which time I must follow the academic plan developed with my advisor and will make use of the Tusculum College Academic Resource Center and/or the Tutoring Center. After completion of the one semester of allowable aid, my SAP will be re-evaluated. I will be eligible to receive aid for another semester if I am now meeting the SAP standards or following my academic plan and showing successful progress toward regaining eligibility at the time I am re-evaluated.
- If my appeal is denied, I understand I will not be eligible for federal or state assistance until such time that I meet each of the requirements in the SAP policy for PACE, GPA, and Maximum Timeframe.

 Student Signature (Electronic signatures will not be accepted)

 Date

All documents must be received within 30 days of Notification of Unsatisfactory Academic Progress—Denial of Financial Aid.



Office of Financial Aid

Name: _____ ID: _____

Major: _____ Advisor: _____

Is a minor/concentration declared? No: ___ Yes: ___
(Please list minor/concentration)

ACADEMIC PLAN

This section is to be filled out by the Academic Advisor to reflect all courses that are required to be completed by the student for their General Education, Major and/or Minor/Concentration (only if required). The Academic Plan should only include those courses **necessary** for earning a degree in the declared major and minor/concentration. Should a conflict arise in the student's schedule, a revised academic plan must be submitted to the Office of Financial Aid along with an explanation of the situation.

General Education Coursework

Course Number	Description	Credits	Term
Ex: ENGL101	Basic Composition	3credits	2016 Fall

Total General Education Credits: _____

Major Coursework

*(Include Minor/Concentration Classes in this box- Indicate Minor/concentration with *)*

Course Number	Description	Credits	Term

Total Major Credits: _____

Advisor Signature: _____

Date: _____

Note: If more room is needed, please attach a second sheet of paper outlining each class.