



Truckee Meadows Community College

Financial Aid, Scholarships and Student Employment

ACADEMIC PROGRESS APPEAL FORM

Instructions

This form is used to appeal the suspension of your financial aid when you are not meeting the Financial Aid Academic Progress Policy. You will receive e-mail notification once a decision has been made on your appeal.

In order to submit an appeal, you must have extenuating circumstances. *Inability to pass course material is not an extenuating circumstance.* You must also be able to meet minimum academic progress standards within one semester of probationary funding or your appeal will be denied.

The outcome of your appeal will depend upon the nature of your circumstances, the quality of the documentation you provide and how effectively you are able to demonstrate your ability to regain satisfactory academic progress and to complete your degree within a reasonable time frame. If you fail to meet Academic Requirements after the semester for which your appeal has been approved, you may not file a subsequent appeal until you have met requirements on your own.

Please be aware that only exceptional circumstances warrant an override of federal regulations governing academic progress. Decisions of the appeals committee are final and cannot be overruled.

On the next page you will be asked to write a personal statement explaining in detail the circumstances that prevented you from meeting the Financial Aid Progress standard. Based on your academic progress status, which you can find in your 'FinAid Academic Progress' letter, you will need to address your inability to meet the standards.

If you have not met the minimum GPA or completion requirement, your statement must address the following:

- The nature and time of your circumstances (e.g. injury, death of a relative, etc).
- How the circumstances affected your ability to meet the standards. If more than one semester was affected, each semester and the relevant circumstances must be addressed individually.
- How the circumstances have been resolved and will no longer impact your academic success.
- How you intend to bring yourself back into compliance *within your subsequent semester.*

If you have exceeded the maximum allowed credits for your degree program, you need to address the following:

- The circumstances that prevented graduation within the applicable credit limit.
- The number of credits needed and classes required to graduate.

Please note: Only Maximum Time Frame appeals will be considered for more than one additional semester's funding.

Documentation Requirements: You must submit supporting documentation verifying the circumstances in your personal statement. Documentation in written form must be legible. The Appeals Committee will not contact references on your behalf and will deny appeals that are not complete.

- Medical documentation must be from an authorized health provider.
- Supporting statements from an individual must specify the relationship of the individual to the student and must be signed and dated.
- If you have exceeded the maximum timeframe standard, you must include a copy of your Academic Requirements Report. Any transfer credits must have been evaluated by Admissions and Records so that an accurate record of your academic history is represented in this document. You can obtain a copy of this report by selecting "Academic Requirements" from the drop down box under the Academics portion of your Student Center. Select and print out the "Printer Friendly Page" from the icon found in the lower right side of that page. You must outline required courses and remaining credits required for graduation and submit a detailed action plan on how and when you expect to graduate from your program.



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Name: _____ Student ID: _____

Address: _____ City/ST/Zip: _____

E-mail: _____ Telephone: _____

Term your appeal will apply to: _____ Academic Progress Status*: _____

**Academic progress status can be found on your 'FinAid Academic Progress' letter in your communications center.*

Personal Statement: (You must provide documentation to support your explanation)

Signature

Date

Have you included?

- A detailed statement? (attach additional pages if needed)
- Supporting Documents? (a requirement of your appeal)
- Academic Requirements Report? (for max credit appeals)
- Action Plan for Graduation? (for max credit appeals)