



Financial Aid Office  
 2600 South First Street, Temple, TX 76504  
 (254) 298-8321-Office/ (254) 298-8252-Fax  
 Email: [financialaid@templejc.edu](mailto:financialaid@templejc.edu)

## Financial Aid Suspension Appeal Request Form

Last Name:	First Name:	Student ID #	Term
Address:	City:	State:	Zip Code:
			<b>@stu.templejc.edu</b>
Primary Phone:	Alternate Phone:		TC E-mail:

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 You may request reinstatement of financial aid based on valid mitigating circumstances that relate to your academic performance. See chart below for examples of acceptable extenuating circumstances per federal regulations and types of acceptable third-party documentation to prove why you were not successful. The circumstance must have occurred during the period(s) of enrollment that lead to your Financial Aid Suspension and must have been resolved to allow you the ability to complete course work successfully or the request will not be granted.

**\*\*\* IMPORTANT - Appeals cannot be approved multiple times for the same reason or circumstances \*\*\***

Circumstance	Examples of 3rd-Party Documentation
Death of an immediate family member	Copy of official death certificate; obituary; or announcement
Severe personal or family injury, illness, or hospitalization	Medical documents; signed statement from physician; accident report; or police report
Divorce or separation	Copies of official legal documents; or signed statement from an involved third-party such as a priest, rabbi, minister, lawyer, etc.
Attempted over 93 credit hours	Copy of the degree plan you are following
Other <i>rare or unusual circumstances</i> that were out of your control and caused you to be unsuccessful in your classes	Provide third-party documentation related to the circumstance

**FOR FINANCIAL AID OFFICE USE ONLY**

PLEU: \_\_\_\_\_ Combined: \_\_\_\_\_ Institutions: \_\_\_\_\_  
 GPA: \_\_\_\_\_ Grade Pts: \_\_\_\_\_ Completion Rate: \_\_\_\_/\_\_\_\_ = \_\_\_\_\_ %

**Decision:**                      **DENIED** \_\_\_\_\_                      **APPROVED** \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FAA's Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In order to have your appeal considered, you must:

**Step 1. Answer all three questions. Attach a separate sheet if needed.**

**Step 2. Provide adequate documentation supporting your extenuating circumstance and explanation.**

**Step 3. Sign and date the appeal form.**

**Step 1. Answer the following questions** (attach a separate sheet if needed):

**1. What were the circumstances that prevented you from meeting satisfactory academic progress? Explain the extenuating circumstance(s) and provide documentation to support your explanation. You MUST explain and document ALL grades of F and W received during any of your semesters at Temple College. Appeals without documentation will be denied.**

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**2. What actions have you taken to overcome these circumstances? What action will you take to ensure you will be successful in your classes? If you have attempted over 93 credit hours, what classes do you need to graduate or transfer to a 4-year university?**

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**3. What are your long-term academic goals and how will you achieve them?**

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**Step 2. PROVIDE DOCUMENTATION REGARDING ABOVE CIRCUMSTANCES:**

(Documentation could include letters from doctors, copy of death certificates, letters from instructors, counselors or other professionals who can substantiate the claim being made.)

**Student Agreement:** I understand that any false or misleading information could result in the loss of all financial assistance eligibility at Temple College and certify that all information provided in this appeal request, including supporting documentation, is true and correct. I understand that I am responsible for any charges and payment deadlines while my appeal is being reviewed.

**Step 3. Student's Signature:** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

# SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA

Federal regulations require that all financial aid recipients maintain satisfactory academic progress in a program of study leading to a degree or certificate. **Satisfactory progress includes all previous academic history**, even if the student did not receive financial aid. Satisfactory progress standards are calculated at the end of each semester, including the summer, and the results are sent to the student's TC Email. Although the Financial Aid Office attempts to notify all students of their financial aid SAP status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

## What is considered in the SAP calculation?

- All courses attempted, including remedial/developmental, withdrawals, repeated courses, and transfer hours (regardless of grade assigned) are counted in the hours attempted
- Grades of A, B, C, and D will be considered hours attempted and completed
- Grades of F, I, W, and XF will be counted in hours attempted only
- Grades of F and I are counted in the GPA

NOTE: Financial aid funds can be used to cover **Remedial/Developmental** hours only up to a maximum of 30 hours. Once a student has exceeded this limit, he or she will be able to enroll in remedial/developmental classes, but they must pay out of pocket for their tuition and fees.

## ⌘ Completion Rate

Students must successfully complete at least **67%** of all past and present courses attempted (includes transfer courses, remedial courses, and grades of F and W). All repeated courses will be counted toward attempted and completed hours.

## ⌘ Grade Point Average (GPA)

Students must maintain a **cumulative 2.0 GPA** or higher on all hours attempted at Temple College, including past semesters. The last grade of a repeated course will replace the original attempt(s) in the GPA.

## ⌘ Maximum Timeframe

Students receiving financial aid must complete their degree or certificate within 150% of the hours required for their program of study. The College's computer system automatically places students on Financial Aid Suspension once they have attempted 93 or more hours, including transfer hours. Some program's 150% limit may be less than 93 hours.

## Consequences of not maintaining Satisfactory Academic Progress:

**Financial Aid Warning** – Students failing to meet the GPA or Completion Rate SAP standards will be placed on Warning status for one semester. The student will remain eligible for any financial aid for which he or she has qualified. Students placed on Financial Aid Warning are strongly encouraged to meet with a Financial Aid Advisor and an Academic Advisor to develop an achievement plan that will assist the student in the successful completion of the Warning semester.

**Financial Aid Suspension** – Students failing to meet the GPA or Completion Rate SAP standards again at the end of their warning period will be suspended from receiving financial aid. Students will be able to enroll and attend classes, but they must pay out of pocket for their tuition and fees.

**Maximum Timeframe Suspension** – Students who fail to meet the Maximum Timeframe standard will be immediately placed on Financial Aid Suspension and will lose financial aid eligibility. Students will be able to enroll and attend classes, but they must pay out of pocket for their tuition and fees.

## APPEAL PROCESS

Please see the Financial Aid website for appeal deadline dates.

Students who fail to meet the financial aid SAP standards may submit a signed Financial Aid Appeal Request Form available on the TC Website if there are unusual and mitigating circumstances that contributed to their failure to meet the standards. Students must provide an explanation and documentation for all grades of F or W received throughout any of his or her semesters at Temple College. **Acceptable unusual and mitigating circumstances** include, but are not limited to, a death in the immediate family, medical conditions, hospitalizations, or other situations beyond the student's control. Withdrawal from a class or classes to maintain a higher GPA, the classes are not what one expected, or not being prepared for college are NOT unusual or mitigating circumstances and will not be considered. All situations **MUST** be fully documented, which may include supporting letters from counselors, doctors, ministers, and other appropriate third parties.

**FEDERAL REGULATIONS REQUIRE DOCUMENTATION!!** Incomplete appeal request forms will not be approved.

### **Maximum Timeframe Appeal Process**

Students who already have a baccalaureate degree or have attempted over 93 hours and wish to receive financial aid must submit a signed Financial Aid Appeal Request Form available on the TC Website. The student must provide a copy of the degree plan he or she is pursuing as approved by their academic advisor. For these appeals to be considered, the student must have at least a 2.0 GPA and 67% completion rate, and provide an explanation and documentation for all grades of F or W received throughout any of his or her semesters at Temple College. Students who are approved are expected to take only the courses shown as still needed on their degree plan. Taking coursework outside the degree plan will cause the appeal to be denied.

**Initial Appeals** are reviewed by a FA Appeal Committee member. The student will be notified of the Committee's decision via their TC email. During peak times, this process may take a few days. **Students should make other payment arrangements while waiting on the Committee's decision or risk being dropped from their coursework.**

**Second Appeal:** Students who have their initial appeal denied may make an appointment to meet before the FA Committee if the student wants to contest the denial. In general, an appeal at this level should include additional information and/or documentation that was not presented as part of the initial appeal. The student will be notified of the Committee's decision via their TC email.

**Final Appeal:** If the FA Committee still denies the appeal and the student feels that he or she was not treated fairly under the policy, the student may make an appointment to see the Financial Aid Director. The decision of the Financial Aid Director is final.

### **Appeal Approvals and Re-Establishing Eligibility**

Students can re-establish their financial aid eligibility by one of the following methods:

- Being placed on a financial aid warning period and meeting SAP standards within one semester;
- Successfully appealing and being placed on financial aid probation and meeting SAP standards at the end of one semester;
- Successfully appealing and being placed on an academic plan, and meeting SAP standards according to the terms of that academic plan; or
- Paying out of pocket for classes and earning enough grades and/or credits in those classes that would allow the student to regain SAP standards on his or her own. These students must submit another appeal to have his or her SAP status reevaluated.

### **Learning Assistance**

- *Tutoring is available through the Student Success Center (SSC). In addition, tutors are available in many other areas e.g., math lab, computer lab. The SSC also offers workshops to improve learning skills.*
- *A learning frameworks course, such as EDUC-1300 or PSYC-1300, is another excellent way to improve academic proficiency. The course can be taken as a regular weekly class.*
- *Students with documented disabilities can receive classroom accommodations for additional learning assistance. Contact the Student Accommodation Coordinator (254-298-8335) for more information.*
- *Student Success Coaches are available to assist with class scheduling, and providing information about all college resources. For more information please contact 254-298-8336 or 254-298-8342.*