Academic Program Evaluation

Max Time Frame Appeal

STUDENT FINANCIAL AID OFFICE

SOUTHWEST TEXAS COLLEGE

2024-2025 Academic Year

☐ **Fall 2024** ☐ **Spring 2025** ☐ **Summer 2025** **(circle one)**

Student's Full Name _____ ID Number _____ Phone number _____

A review of your file indicates you have failed to meet the maximum time frame standard (Attempted over 93 semester hours).
Please follow the instructions below so that processing of your financial aid can continue.

1) Complete the Academic Program Evaluation form
2) List the courses you intend on enrolling in for term indicated above.

Course Name	Number	Section	Credit Hrs	SWTX Degree	Transfer Degree	Remediation Required

3) Provide a clear written statement describing the circumstances that took place in previous semesters that may have impacted your ability to meet the current SFA Standards of Academic Progress. **Documentation supporting the extenuating circumstances *must* be included and available for review, otherwise, your appeal will be denied**. (Examples: copy of medical records, death certificate, divorce decree).

4) **STUDENT CONFIRMATION:**
I understand and agree with the certification. I agree to notify the Student Financial Aid Office at SWTX **immediately** of any changes to the above plan or if I withdraw or stop attending any of the classes listed. I also certify that the information I am submitting to the Student Financial Aid Office is true and accurate to the best of my knowledge.

Student's Signature _____ Date _____

5) Upload your Appeal through your Self-Service account. Incomplete paperwork will not be presented to the Appeals Committee for review. Self Service - https://colss-prod.swtxc.elluciancloud.com/Student

ACADEMIC ADVISOR CERTIFICATION

I certify the courses listed are required for this student's SWTC degree/certificate. **Attached is the degree plan.**

Academic Advisor Signature _____ Date _____

SUMMER 2025 APPEAL DATES:

May 16, 2025 at Noon
May 23, 2025 at Noon
June 13, 2025 at Noon
June 20, 2025 at Noon
June 27, 2025 at Noon

FA OFFICE U ONLY:

□Approved □Rejected □Approved □Rejected □Approved □Rejected

Signature **Signature** **Signature**