Instructions for G.P.A. Appeals 2024-2025

Please take the time to read the entire appeal form.
You must complete each section appropriately. 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

The following must be attached to the Appeal:

1. **Letter**- A letter explaining your appeal situation as requested in Section B of the Appeal Form. Submit this letter with your appeal.

2. **IAP**- Set-up an appointment with Student Success select the service Individual Academic Plan (Academic Appeal/Financial Aid Appeal) at https://www.swtxc.edu/campus-life/student-services/student-success-center.html
3. **Degree Plan** – your degree plan will be submitted to the Financial Aid Office by your Advisor.

THIS COMPLETE PACK IS DUE TO THE FINANCIAL AID OFFICE

Summer 2025 Appeal Dates Due as follows:

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

Office Use Only:
○ ○ ○ **A / D**

2024-2025 Student Financial Aid Appeal Form

Check One ☐ Fall 2024 ☐ Spring 2025 ☐ Summer 2025

Please Note: Students must be prepared to make payment arrangements to meet payment deadlines during the appeal process. All decisions made by the FA Appeal Committee are final.

A. Student Information

Last Name _____ First Name _____ MI _____ SWTC ID _____

Email Address _____ Phone Number _____

B. Student Required Documentation

Check the appropriate reason you are requesting a re-evaluation of your termination of Financial Aid

1. ☐ failed to meet the quality (2.00 GPA) and quantity (67% completion rate) standards.
2. ☐ failed to meet 'Probation' requirements.

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).

Address the following **questions** in a **written statement**:

- **What extenuating circumstances impacted your ability to meet the standard(s)?**
  Examples are: illness, medical emergencies, change of degree plans, or reentering college after a long absence
- **What steps do you plan to take to meet the standard(s) you failed to meet?**
  Provide information that the extenuating circumstances have been resolved and why you believe you will be able to meet all Standards of Satisfactory Progress including the 67% completion rate and 2.0 GPA requirements. Example: reviewing and/or reevaluating your degree plan with an Academic counselor, retaking failed courses, etc.

C. Student Certification Statement

By signing this form, I certify that all the information reported to qualify for Federal Student Aid is complete and correct. I also agree to notify the Student Financial Aid Office at SWTC **immediately** of any changes to the above plan or if I withdraw or stop attending any of the classes listed.

Student's Signature _____ **Date** _____

D. Academic Advisement: Attach a copy of your active degree plan

Meet with an academic advisor in regards to degree selection, degree plan and a tentative schedule of courses.
List the tentative schedule for the indicated term and attach a copy of active SWTC degree plan.
If taking **only** academic support courses for 4 yr. school, please also attach copy of university degree plan.

Course Name	Number	Section	Credit Hours	SWTC Degree	Transfer Degree	Remediation Requirement	Repeat Course

Student Success Coach Signature _____ Date _____

E. Submit Document

Upload your Appeal with any supporting documents 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