



Trinity Valley Community College
Financial Aid Office
903-675-6233 phone
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finaidinfo@tvcc.edu

SAP APPEAL
(GPA or Hours Completed)
Satisfactory Academic Progress (SAP)
Page 1 of 3

Student Name: _____ TVIN: _____

Appeal is for (check semester): ☐ Fall ☐ Spring ☐ Summer ☐ Other _____ Year: _____

The purpose of satisfactory academic progress (SAP) appeal is to allow a student to explain the circumstances that interfered with his or her ability to meet prescribed standards. The outcome of a SAP appeal will depend on the nature of the circumstances, the quality of the documentation the student provides, and how well the student has displayed the ability to progress toward degree completion within a reasonable time period.

Appeal Guidelines

A student who is no longer eligible for financial aid due to financial aid suspension may appeal this status if unusual circumstances interfered. Submission of an appeal does not guarantee a change in your financial aid eligibility. If an appeal is denied, reinstatement of financial aid will only be granted if a student makes up the deficit that placed them on suspension by paying for classes through other means other than financial aid.

Appeal Instructions: Please complete this worksheet by answering all questions and providing **ALL** appropriate documentation to support your appeal. Incomplete appeals will delay the appeal process. ***Appeals submitted without documentation will be automatically denied.***

Satisfactory Academic Progress Requirements:

1. Maintaining a current and cumulative GPA of 2.0 What is your TVCC cumulative GPA? _____
2. Maintaining a minimum completion rate of 67% (cumulative hours passed divided by cumulative hours attempted). Hours attempted include **ALL** classes listed on transcript including grades of 'W', 'I', and 'IP', transfer, college preparatory, and repeat classes, which must be manually calculated.
3. Scholarship GPA and completion rate vary by scholarship.

Appeal Documentation REQUIRED:

Mitigating Circumstances	Documentation to Include with Appeal
Illness, accident, or injury to student or family member	Documentation such as a physician's statement, police report, and/or hospital billing statement.
Death of a family member	Copy of Obituary or Death Certificate
Divorce or Separation of Student or Student's Parents	Letter from attorney on letterhead, petition of dissolution, or copy of divorce decree
Natural Disaster	Any supporting documentation that describes circumstances
Other extenuating circumstances beyond the control of the student	Provide a written statement from an attorney, professional advisor, or other professional reference describing knowledge of student's circumstances.



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Appeal Essay Questions (REQUIRED): Please attach separate sheet if additional space is needed.

Essay #1: Explain in detail what prevented you from maintaining academic progress and what caused you to go on financial aid suspension.

Essay #2: Explain in detail what has changed in your circumstances and steps you have taken to improve your grade point average and/or completion rate.

I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in the semester for which my appeal was approved. I understand that completion of this appeal request does not constitute an approval. I will be notified of the decision at the Financial Aid Appeals meeting or by email to my TVCC student email account.

Warning: If you purposely give false or misleading information you be fined, sent to prison or both.

Student Signature _____

Date _____



Academic Plan Contract

Satisfactory Academic Progress (SAP)

GPA____ PR____ Hours____

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The purpose of the Academic Plan Contract is to ensure the student complies with the guidelines stated, to continue to receive federal financial aid.

Student Name: _____ SSN/College ID Number _____
(Please Print)

Student's current degree or major? _____

When do you expect to graduate from TVCC? _____ Month _____ Year

Academic Plan Guidelines

****All students must have a signed Academic Plan Contract on file.****

- For 150% Max
- Student must have an approved 150% Max Timeframe Appeal on file.
 - Student must have a signed degree audit on file with the financial aid office.
 - Student must only enroll in classes on the degree audit.
 - Student must maintain a "C" or better in all classes.
 - Student must not drop, withdraw or have any "I" grades from any classes.

- For GPA/Hours
- Student must not drop, withdraw or have any "I" grades from any classes.
 - Student must meet SAP 2.0 GPA and 67% pass rate during approved semester.

This signed contract will serve to confirm our agreement and my understanding that if I violate any of the guidelines above, that the contract becomes null and void. Therefore, I will no longer be eligible to receive any further federal Title IV financial aid funds from TVCC. Any future classes taken will be my sole responsibility to pay.

Student Signature

Date Signed

Financial Aid Administrator

Date Signed

For financial aid purpose only:

Notes: _____

Graduation Date: _____ Semester Contract Terminated: _____ FAC: _____