



2021-2022 Financial Aid Appeal Form

Instructions:

Complete ALL sections of the Financial Aid Appeal Form. The form is available on the TSJC website http://www.trinidadstate.edu/fia/forms.html and in the Financial Aid Office.

Initial each statement after reading:

- Explanation and supporting documentation of extenuating circumstances that prevented you from meeting the Standards of Satisfactory Academic Progress (SAP). Examples of documentation include letters confirming medical treatment/illness.
Explanation of what has changed in your situation that will result in your academic success.
If you have attempted an excess number of credit hours (more than 150% of the required credits to complete your program/degree), include an explanation why your completion will require additional credit hours.
All appeals must include a degree plan signed off by an Academic Advisor indicating the coursework required to complete your program/degree.
A Success Center/Learning Center Plan will be required if your GPA is less than 2.0 or have completed less than 67% or have a single term of F's or W grades or a combination of both.
Appeal Form is complete and all documentation is included. Incomplete appeals cannot be reviewed.

Return the Financial Aid Appeal Form and all required forms to the Financial Aid Office on the Trinidad Campus via email, fax, or in person.

TSJC Student ID Number Home/Cell Telephone Number
Last Name First Name Middle/Maiden Name
Street Address/PO Box City, State, Zip TSJC E-mail Address (No Exceptions)

Have you applied for financial aid for 2021-2022 Yes No

This appeal is to receive financial aid for: (Mark one) TERM: Appeal Due no later than:
Fall 2021 (August - December 2021) November 21, 2021
Spring 2022 (January - May 2022) April 15, 2022
Summer, 2022 (June - August 2022) July 4, 2022

- Reason for Appeal (Mark one): 1. While on probation I achieved a cumulative grade point average (GPA) below 2.0 and/or completed less than 67% of total attempted hours.
2. I did not successfully complete any courses in my last semester.
3. I have attempted more than 150% of the total program hours needed to complete my currently declared degree.

I have read and understand all instructions and the information submitted is correct and complete. I understand that if my appeal is accepted, I must pay any balance from a prior term which I owe to TSJC, before I can receive future financial aid.

Signature Date



Standards of Academic Progress (SAP): The standards of academic progress are outlined in the Colorado Community College System President’s Policy SP4-20d. Standards include:

- Cumulative Grade Point Average (GPA) of 2.0 or above AND
- Successfully completing 67% or more of all courses attempted AND
- Completing the program of study within 150% of the total number of credits required to finish the program.

Ineligible to Receive Financial Aid:

- Students who do not meet SAP standards for two terms.
- Students who withdraw and/or fail to complete all courses during a single term.
- Students who have attempted 150% or more of the total number of credits required to complete their program.

Review of Appeals

SAP appeals are reviewed by a committee generally on a weekly basis. Factors considered are:

- Review of extenuating circumstances statement and supporting documentation to verify circumstances existed which resulted in the student being unable to meet standards of SAP.
- Resolution of problems leading to failure to meet SAP
- Prior academic history at Trinidad State Junior College (TSJC) and previously attended institutions
- Meetings with advisors to obtain a degree plan.
- Plan for future success

Generally students should anticipate a decision within 2 weeks of submitting their appeal

Outcome of Appeal

- If appeal is approved, the student will be moved to probation status and may have an academic plan to follow for future terms to get back into good standing status.
- If appeal is **denied**, the student would have the right to re-appeal with the Vice President of Student Affairs. The decision of the Vice President is final.
- The student may also bring themselves back into good standing by successfully completing coursework and meeting the standards of SAP (cumulative GPA of at least 2.0 and at least 67% completion rate).
 - Additional information can be found on TSJC’s website at <http://www.trinidadstate.edu/fia/index.html> TSJC Student Handbook and the Financial Aid Office.

Notification

- After your appeal has been reviewed, you will be notified of the results through your TSJC college e-mail address.
- Notifications will be e-mailed approximately 2 weeks after the decision has been made.
- Your SAP status can be viewed at any time on your portal by clicking on “Financial Aid Award”, “Satisfactory Academic Progress”, and then choosing the aid year you would like to view.