

**JSCC FINANCIAL AID SERVICES OFFICE**

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

NAME: _____ SS# _____ First                      M.                      Last
ADDRESS : _____ Street or P.O. Box
_____ ( ) _____ City                      State                      Zip Code                      Phone
Last semester of attendance at JSCC _____
For which term are you requesting that your aid be reinstated? _____

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE YOU WRITE YOUR APPEAL:**

These instructions are for the use of students who have been placed on financial aid suspension. By following the steps outlined below, a student may appeal his or her placement on financial aid suspension. The JSCC Satisfactory Academic Progress policy can be found online at [www.jsc.edu/financialaid](http://www.jsc.edu/financialaid).

Federal regulations and the regulations governing many other forms of student aid require that a student meet a minimum academic standard in order to continue to receive student financial aid. The JSCC Student Aid & Awards Committee may make exception to the requirements in individual cases, if the student can demonstrate that his or her failure to meet the minimum standard was caused by **extreme or unusual circumstances beyond his or her control**.

The Student Aid & Awards Committee will review all written requests for reinstatement that are complete, documented and received one week prior to a scheduled meeting. Appeals received after this date will be reviewed at the next scheduled meeting. If your appeal is successful, you will be placed on probation or good standing. You will be informed of the committee's approval or denial in writing at the address you indicated at the top of this form.

**Deadline Dates:**

- Fall Semester Consideration – August 1
- Spring Semester Consideration – January 2
- Summer Semester Consideration – May 15

NOTE: If you have been placed on academic suspension and wish to appeal that status, you should contact the Office of Admissions for instructions. There are two separate appeal processes for academic suspension and financial aid suspension. Your financial aid appeal may be held until the Admissions & Standards Committee has made a decision on your academic status. Your appeal of financial aid suspension will not correct your academic standing. Likewise, being readmitted through the Admissions & Standards Committee will **not** automatically remedy your financial aid suspension.

### **GUIDELINES FOR AN APPEAL:**

If you wish to appeal the suspension of your financial aid, you should use the following guidelines. A successful appeal will contain complete explanations of the items listed below, if applicable. You must compile and attach significant documentation to justify your appeal. The Committee will only review the materials that you provide; therefore it is your responsibility to thoroughly document your appeal. **Appeals lacking extenuating grounds or adequate documentation will not be reviewed and the student will be notified that their appeal information was insufficient.**

1. Clearly state your academic major and an anticipated completion date for your program of study at JSCC, as well as an indication of your future educational goals. If your suspension is due to the maximum time limit, you should explain why you have not completed your program of study. To be granted an extension of time to complete your degree, you must be accepted into a specific program or major. Students that are accepted into the nursing program or one of the allied health programs must submit a copy of their acceptance into the specific program.
2. Provide a written statement describing the reasons for and circumstances surrounding your lack of sufficient progress. These circumstances should be extreme or unusual circumstances that were beyond your control. Your attention should be focused on the particular academic term(s) and/or course(s) for which you registered but did not successfully complete. Be specific and concise in your explanation since incomplete information may cause a denial or a delay in the review of your appeal.
3. Provide a detailed explanation of the measures you have taken to ensure that your academic performance will improve and/or actions you have taken to correct the circumstances that prevented your prior lack of academic progress.
4. Documentation of your circumstances will increase the success of your appeal. Medical circumstances must be explained and should include physician statements and supporting medical documentation indicating medical difficulties during the relevant timeframe. If applicable, your employer should document extenuating job demands or work schedule changes that hindered your academic success.
5. You may also provide a letter of support from an individual who is familiar with your specific circumstances. The letter must include the individual signature and phone number. This letter may be from a faculty member, advisor, clergy, or an otherwise informed individual who is knowledgeable of your situation. If you provide third party letters, you must still provide your own written statement.
6. Do not discuss your need for financial aid as part of your rationale for reinstatement on federal aid. It is assumed that any student filing an appeal is doing so based upon financial need.
7. If your personal statement can not be typed, please present a legible, handwritten statement. Appeals must be dated, signed by the student and attached to the appeal form.
8. You are encouraged to seek the counsel of the financial aid services staff if you feel it is needed.

Return completed appeal form with attached letters and documentation to:

Student Aid & Awards Committee  
Financial Aid Services Office  
Jackson State Community College  
Jackson TN 38301-3797

