



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.

Table with 7 columns: 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 SWTC 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

SPRING 2025 APPEAL DATES:

- January 3rd, 2025 at Noon
January 10th, 2025 at Noon
January 17th, 2025 at Noon
January 24th, 2025 at Noon
January 31st, 2025 at Noon

FA OFFICE U ONLY:

Approved Rejected Approved Rejected Approved Rejected

Signature Signature Signature