

Instructions for G.P.A. Appeals

2025-2026

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://bit.ly/41mmCAE>

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 Student Success Coach.

THIS COMPLETE PACK IS DUE TO THE FINANCIAL AID OFFICE

Fall 2025 Appeal Dates Due as follows:

July 18th, 2025 at Noon
July 25th, 2025 at Noon
August 1st, 2025 at Noon
August 8th, 2025 at Noon
August 15th, 2025 at Noon
August 22nd, 2025 at Noon

Spring 2026 Appeal Dates Due as follows:

January 2nd, 2026 at Noon
January 9th, 2026 at Noon
January 16th, 2026 at Noon
January 23rd, 2026 at Noon

Summer 1 2026 Appeal Dates Due Follows:

June 19th, 2026 at Noon
June 26th, 2026 at Noon



Office Use Only:			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	A / D

2025-2026 Student Financial Aid Appeal Form

Check One Fall 2025 Spring 2026 Summer 2026

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	SWTX 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 SWTX **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 a student success coach 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 SWTX 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	SWTX 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://bit.ly/41mmCAE>