

Instructions for G.P.A. Appeals

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://selfservice.swtjc.edu:444/Student/Account/Login>

The screenshot shows a web browser window with the URL <https://selfservice.swtjc.edu:444/Student/Account/Login>. The page header includes the SWTJC logo and navigation links. The main content area features a 'Sign In' form with the following elements:

- Sign In** (Title)
- User name** (Label) with an input field
- Password** (Label) with an input field
- Forgot your [user name](#) ?** (Link)
- Sign In** (Button)

A callout box on the right side of the page contains the following text:

Your username is the first part of your email (csilva)
Your password will be the same as your canvas or webadvisor password

Welcome to SW IJC Self-Service!

Choose a category to get started.

Click on Required Documents

Notifications

Title	Details	Link
Documents Required	There are 3 requests from your institution that require your action.	View required documents

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

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Required Documents

Document	Explanation	Due Date	Requesting Office	Status	Attachments
2018 Parent Tax Rtn Trans	IF PARENT DID NOT FILE WE NEED NON-FILER AND IRS LETTER	ASAP	Financial Aid	See Email	Manage
19-20 Verification Worksheet				Email	Manage
2017 Parent Tax Rtn Trans	IF PARENT DID NOT FILE WE NEED NO			Email	Manage

Attachments

Upload new attachment

No file chosen

Accepted File Types: (.pdf,.tif,.tiff,.jpg,.png)

Maximum File Size: (20 MB)

No attachments found.

You can see email to get form



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

Student Financial Aid Appeal Form

Check One Fall 20: Spring 202 Summer 20

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	SWTJC 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 SWTJC **immediately** of any changes to the above plan or if I withdraw or stop attending any of the classes listed.

Student's Signature	Date
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D. Academic Advisement: Attach a copy of your active degree plan

Meet with an academic advisor 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 SWTJC 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	SWTJC Degree	Transfer Degree	Remediation Requirement	Repeat Course

Academic Advisor's Signature	Date
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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://selfservice.swtjc.edu:444/Student/Account/Login>



Academic Program Evaluation

Max Time Frame Appeal

STUDENT FINANCIAL AID OFFICE

Academic Year
Fall 20XX Spring 20XX Summer 20XX (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.

Course Name	Number	Section	Credit Hrs	SWTJC 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 SWTJC **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://selfservice.swtjc.edu:444/Student/Account/Login>

ACADEMIC ADVISOR CERTIFICATION

I certify the courses listed are required for this student's SWTJC degree/certificate. **Attached is the degree plan.**

Academic Advisor Signature

Date

FA OFFICE USE ONLY:

Approved Rejected

Approved Rejected

Approved Rejected

Signature

Signature

Signature

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 at <https://swtjc.edu/campus-life/student-services/student-success-center.html>

The screenshot displays the Student Success Center website with the following information:

Campus	Coordinator	Phone	Hours
Uvalde	Coordinator	(830) 591-4152	Monday - Thursday: 8:00 am - 6:00 pm Friday: 8:00 am - 12:00 pm
Del Rio	Coordinator	(830) 703-1556	Monday - Thursday: 8:00 am - 8:00 pm Friday: 8:00 am - 4:00 pm
Eagle Pass	Coordinator	(830) 758-4126	Monday - Thursday: 9:00 am - 9:00 pm Friday: 8:00 am - 4:00 pm
Crystal City	Laly DeLaCruz Coordinator	(830) 374-3378	Monday - Thursday: 8:00 am - 9:00 pm Friday: 8:00 am - 5:00 pm

Below the table, a blue oval highlights four red alarm clock icons with checkmarks, each labeled "Schedule an Appointment: [Campus Name]".

Navigation menu items on the right: Student Emp, Housing and, Parking Perr, Athletics, Bookstore, Student Han, Disability Su, Campus Loc.

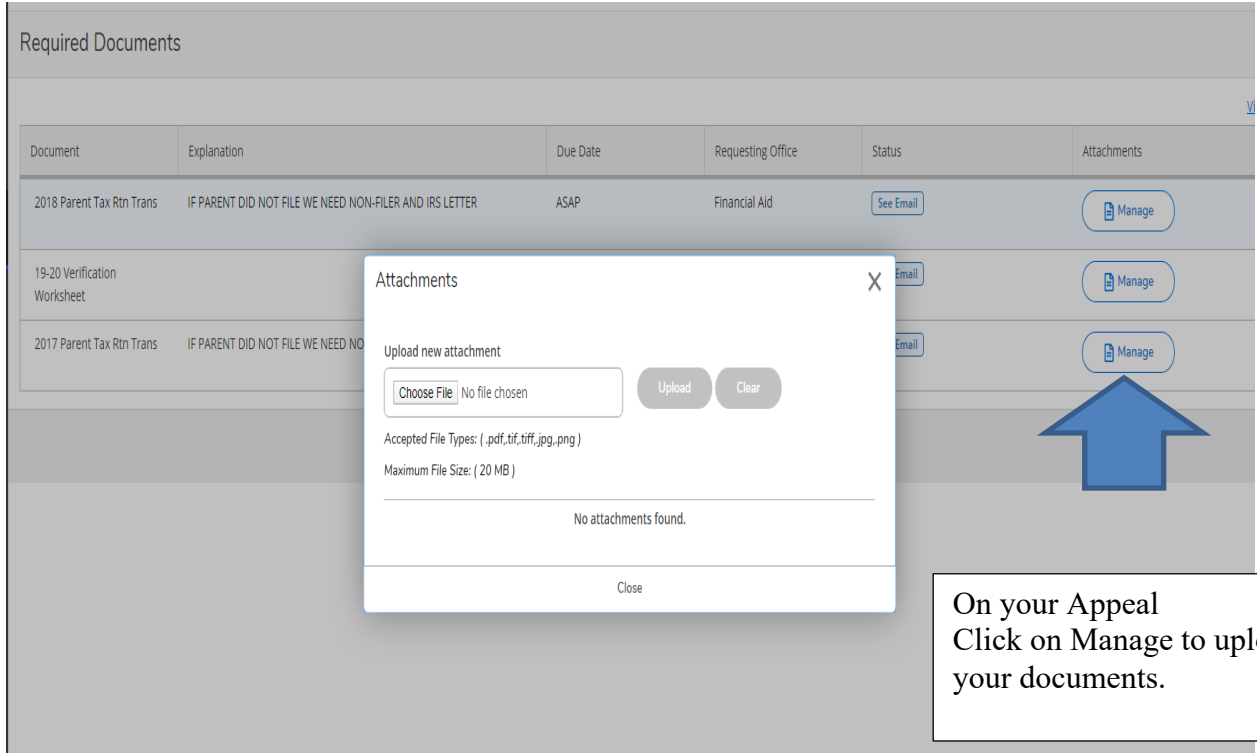
3. **Degree Plan** – your degree plan will be submitted to the Financial Aid Office by your Advisor.

THIS COMPLETE PACK IS DUE TO THE FINANCIAL AID OFFICE

TO SUBMIT APPEAL

Upload your appeal with any supporting documents through your self-service account. Incomplete paperwork will not be presented to the Appeals Committee for review.

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The screenshot displays a 'Required Documents' section with a table containing the following data:

Document	Explanation	Due Date	Requesting Office	Status	Attachments
2018 Parent Tax Rtn Trans	IF PARENT DID NOT FILE WE NEED NON-FILER AND IRS LETTER	ASAP	Financial Aid	See Email	Manage
19-20 Verification Worksheet				Email	Manage
2017 Parent Tax Rtn Trans	IF PARENT DID NOT FILE WE NEED NO			Email	Manage

An 'Attachments' modal is open, showing the following options:

- Upload new attachment
- [Choose File](#) No file chosen
- [Upload](#)
- [Clear](#)
- Accepted File Types: (.pdf, .tif, .tiff, .jpg, .png)
- Maximum File Size: (20 MB)
- No attachments found.
- [Close](#)

A blue arrow points to the 'Manage' button in the table. A text box on the right states: 'On your Appeal Click on Manage to upload your documents.'