



Student Financial Services – Bldg. K 1.700  
3201 W. Pecan Blvd. McAllen, TX 78501  
PH 956.872.8375 FAX 956.872.6461

To be eligible for Title IV funds, a student must make Financial Aid Satisfactory Academic Progress. A student who is not making Financial Aid Satisfactory Academic Progress may appeal their status on the basis of an injury or illness; the death of relative; or, other special circumstance. The Appeal must explain why the student failed, how their situation has changed, and how they will make satisfactory academic progress.

**Please note that Appeals submitted without supporting documentation will not be approved.**

<b>STC ID</b>	<b>SSN XXX-XX-</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MI</b>
<b>PHONE NUMBER</b>		<b>STC EMAIL</b> @stu.southtexascollege.edu		
<b>Appeal for GPA or 67% Completion</b>	<input type="checkbox"/>	<b>Appeal for Maximum Timeframe &gt; 90 attempted hours.</b>	<input type="checkbox"/>	
		<b>Provide a copy of your signed Degree Works (degree plan)</b>		

**INSTRUCTIONS**

- PERSONAL STATEMENT:** You must provide a detailed statement explaining what happened that caused your low academic progress (explain what happened, and when it happened). **All statements must include your name and STC ID.**
- IMPROVEMENTS:** You must also explain how things have changed, and what you will be doing differently to make sure you will be successful in your classes. **All statements must include your name and STC ID.**
- DOCUMENTATION:** You must provide supporting documentation of the circumstances (i.e., copy of death certificate, newspaper obituary, police reports, medical documentation, statements on school/company letterhead from a counselor, therapist, minister, priest, or social worker) relating to the emotional or family difficulties that affected your academic performance. **All supporting documentation must include your name and STC ID.**

**IMPORTANT INFORMATION**

Processing Appeals may take up to 2 weeks from the date it is submitted or longer during peak registration times. Any tuition and fees you owe the College are due on the dates specified regardless of the status of the Appeal. Payment arrangements should be made while the appeal is reviewed. Appeals will be approved/disapproved by Student Financial Services Staff. If your appeal is approved you will be placed on Financial Aid Probation. Appeals will only be accepted for the current award year. All decisions made by Student Financial Services Staff will be final. It is your responsibility to check the status of your appeal on your JAGNET account, by clicking on the Financial Aid APP then selecting Notifications.

**Appeals will be reviewed on a semester basis and pending documentation must be submitted before the end of the semester in which the appeal was submitted. If an appeal is approved after the semester has ended the student will not be eligible for financial aid until the next semester they enroll.**

<b>STUDENT FINANCIAL SERVICES DEPARTMENT USE ONLY</b>				
<b>Attempted Hours:</b>	<b>Earned Hours:</b>	<b>GPA:</b>	<b>SFSS Initials:</b>	<b>Date:</b>
<b>Approved:</b>	<b>Disapproved:</b>	<b>Pending:</b>	<b>Previous P-APPL: Yes or No</b>	<b>Month/Year</b>
<b>Semesters in question:</b>				
<b>Additional Information Requested/Comments:</b>				

The College District does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission. Conduct that excludes participation, denies benefits, or subjects others to discrimination is prohibited. The College District complies with all applicable policies and state and federal legislation in order to combat discrimination.

# FINANCIAL AID ACADEMIC PLAN

**STC ID:**

**NAME:**

**INSTRUCTIONS: Please read and initial (do not checkmark) the Financial Aid Academic Plan requirements.**

	I understand that I must earn a minimum semester GPA of <b>2.0</b> during each semester under Financial Aid Probation to regain <b>Good</b> standing based on the <u>STC Financial Aid Satisfactory Academic Progress (SAP) Policy</u> .
	I understand that I must complete <b>100%</b> of all enrolled courses during each semester under Financial Aid Probation to regain <b>Good</b> standing based on the STC Financial Aid SAP Policy. This means I cannot drop any courses at any point in the semester while on Financial Aid Probation.
	I understand that I must remain on schedule to complete my current program of study within <b>150%</b> of the minimum number of hours required for graduation as explained in the STC Financial Aid SAP Policy.
	I understand that if I do not meet the conditions of my approved Financial Aid SAP Appeal and the conditions of this Academic Plan, I will no longer be eligible for financial assistance until I regain <b>Good</b> standing based on the STC Financial Aid SAP Policy. I understand that I will be allowed to appeal a Financial Aid Suspension status again, but the circumstances will have to be different from the previous appeal submitted.

- *Student must meet with a STC Guided Pathway Specialist or an Advisor if they are not meeting the 67% completion requirement.*
- *Student must meet with a STC Counselor if they are not meeting the 2.0 GPA requirement.*

**INSTRUCTIONS: Section below must be completed by a STC Guided Pathway Specialist, an Advisor or a Counselor.**

Please review DegreeWorks with the student and advise them they should only enroll in courses that are part of their degree plan, or in developmental or prerequisite courses required for their current program of study. After reviewing DegreeWorks please provide the information below:

<b>Current Program of Study:</b>	<b>Catalog Year:</b>
<b>Number of credit hours needed to complete program of study:</b>	<b>Expected Graduation Date:</b>
<b>Guided Pathway Specialist or Advisors Name:</b>	<b>Counselors Name:</b>
<b>Guided Pathway Specialist or Advisors Signature:</b>	<b>Counselors Signature:</b>
<b>Phone #:</b>	<b>Phone #:</b>
<b>Date:</b>	<b>Date:</b>

**Student Certification and Handwritten Signature – We can only accept electronic signatures/typed signatures if you are uploading your documents via your STC JagNet account, which authenticates your identity :** By signing below, I am confirming that I understand the requirements of the STC Financial Aid Satisfactory Academic Progress Policy and the conditions of this Financial Aid Academic Plan. In addition, I understand that I must meet with a STC Guided Pathway Specialist, an Advisor or a Counselor and the conditions discussed at that meeting will be part of this Financial Aid Academic Plan.

Your **handwritten or electronic signature** below binds you to all the conditions stated on this document.

<b>Student Signature:</b>	<b>Date:</b>
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Please submit completed form with your statement and supporting documentation to the Student Financial Services Office or Upload your completed form via the Financial Aid Upload App on your JAGNET account.