



# STANDARDS OF PROGRESS APPEAL FORM

ALL STEPS BELOW MUST BE COMPLETED OR YOUR APPEAL WILL NOT BE REVIEWED.

## STEP 1: PLEASE ANSWER ALL OF THESE QUESTIONS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Term(s) appeal is for: \_\_\_\_\_ (Ex: SP/05)

Phone# ( ) \_\_\_\_\_

Reason financial aid has been terminated \_\_\_\_ GPA \_\_\_\_ 66.66% Completion Rate \_\_\_\_ Attempted Hours

Have you appealed for financial aid before? \_\_\_\_ YES \_\_\_\_ NO **If yes, this appeal request will only be reviewed if new mitigating circumstances have occurred since the previous appeal.**

## STEP 2: CIRCUMSTANCES FOR APPEAL

Describe and state the circumstances for the term(s) you are appealing for and why your financial aid should be reinstated on a separate sheet of paper. This request should be typed. (Failing to understand or being unaware of the policy does not constitute a reason for appeal). The committee is looking for concrete reasons for not maintaining the standards of progress guidelines, i.e., medical condition, death, legal situations, etc.

## STEP 3: SUPPORTING DOCUMENTATION

Attach appropriate documentation, which coincides with your appeal, to be reviewed by the appeal committee. **If supporting documentation is not submitted, your appeal will not be reviewed.** Examples of documentation would be legal documents, medical records, letters from professional services, etc. The documentation must include the dates that correspond to the terms you are appealing for.

## STEP 4: EDUCATIONAL PLAN – See reverse side for worksheet.

**YOU MUST SCHEDULE AN APPOINTMENT WITH AN ACADEMIC COUNSELOR IN ORDER TO COMPLETE THIS STEP.** You must have a completed educational plan. We have provided a worksheet for you on the reverse side of this form. An educational plan is your outline of coursework to complete your degree requirements at Joliet Junior College. You must have a major or career selected in order to complete the plan. If you do not have a major, you may consult with the Career Services (D1010) to discuss career exploration.

You may also include a letter from a professional source (instructor, employer, etc.) indicating your likelihood of academic success (Parents, relatives and friends are excluded from writing this letter). However, this is part of your educational plan, not supporting documentation.

**NOTE: The Standards of Progress Appeal Committee meets the second Tuesday of every month. Deadline date for appeals is the Thursday prior to the meeting. Please direct all materials to the Financial Aid Office. Submission of an appeal form does not guarantee reinstatement of financial aid. You are still responsible for payment of classes until the appeal committee has reviewed your appeal and supporting documentation. If the appeal is approved, you will be reimbursed accordingly.**

\_\_\_\_\_  
Signature of student

FAO use only

\_\_\_\_ Approved      \_\_\_\_ Denied      Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Financial Aid Appeal Educational Planning Worksheet

Directions:

1. Students must schedule an appointment (no walk-ins) with a JJC counselor/advisor for Financial Aid Appeal educational planning.
2. All sections must be completed with a counselor/advisor signature.
3. The total number of credits needed must be determined by the counselor/advisor.
4. Counselor/Advisor: please indicate the courses that will be repeated with asterisk (\*).

**Student Name:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**School of Transfer Choice:** \_\_\_\_\_

Semester	Semester	Semester	Semester	Semester
<b>Total cr. =</b>	<b>Total cr. =</b>	<b>Total cr. =</b>	<b>Total cr. =</b>	<b>Total cr. =</b>
<b>Alternatives</b>	<b>Alternatives</b>	<b>Alternatives</b>	<b>Alternatives</b>	<b>Alternatives</b>

Semester	Semester	Semester	Semester	Semester
<b>Total cr. =</b>	<b>Total cr. =</b>	<b>Total cr. =</b>	<b>Total cr. =</b>	<b>Total cr. =</b>
<b>Alternatives</b>	<b>Alternatives</b>	<b>Alternatives</b>	<b>Alternatives</b>	<b>Alternatives</b>

This planning sheet is based upon requirements for a specific major and a designated school of transfer choice at the time of completion. You are responsible for checking with an admissions counselor at your chosen university every semester for changes in requirements in your declared major. Changes in major or in your school of transfer will also necessitate changes in planning.

**Counselor** \_\_\_\_\_ **Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Counselor:** Please identify total credits needed for completion \_\_\_\_\_

**Notes:**