

In order to have your appeal considered, you must:

Step 1. Answer all three questions. Attach a separate sheet if needed.

Step 2. Provide adequate documentation supporting your extenuating circumstance and explanation.

Step 3. Sign and date the appeal form.

Step 1. Answer the following questions (attach a separate sheet if needed):

1. What were the circumstances that prevented you from meeting satisfactory academic progress? Explain the extenuating circumstance(s) and provide documentation to support your explanation. You MUST explain and document ALL grades of F and W received during any of your semesters at Temple College. Appeals without documentation will be denied.

2. What actions have you taken to overcome these circumstances? What action will you take to ensure you will be successful in your classes? If you have attempted over 93 credit hours, what classes do you need to graduate or transfer to a 4-year university?

3. What are your long-term academic goals and how will you achieve them?

Step 2. PROVIDE DOCUMENTATION REGARDING ABOVE CIRCUMSTANCES:

(Documentation could include letters from doctors, copy of death certificates, letters from instructors, counselors or other professionals who can substantiate the claim being made.)

Student Agreement: I understand that any false or misleading information could result in the loss of all financial assistance eligibility at Temple College and certify that all information provided in this appeal request, including supporting documentation, is true and correct. I understand that I am responsible for any charges and payment deadlines while my appeal is being reviewed.

Step 3. Student's Signature: _____

Today's Date _____