The Financial Aid & Scholarships Office has developed this checklist to help guide you through the appeal process. Carefully read and follow the instructions below to ensure that you have provided an appeal that meets all necessary requirements. The appeal is your opportunity to inform the Committee of your circumstances and your plans for improvement. You will not be allowed to submit a second appeal due to incomplete information.

**Student Name: ____________________________  CWID: T ____________________________**

**STEP 1**
REVIEW your Satisfactory Academic Progress (SAP) status in the Financial Aid Dashboard of your MyTCC Student Account. TCC’s SAP Policy is available at [http://www.tulsacc.edu/finaid](http://www.tulsacc.edu/finaid).

Minimum SAP standards at TCC are:
- 1.70 cumulative GPA for students who have attempted less than 31 hours OR
- 2.00 cumulative GPA for students who have attempted 31 or more hours AND
- 67% PACE (completion rate) of all courses attempted AND
- Attempted less than 95 credit hours.

**STEP 2**
VISIT the FINANCIAL AID OFFICE to pick up an Appeal packet.

**STEP 3**
PREPARE your appeal.

- TYPE a statement, explaining the circumstances which prevented you from maintaining satisfactory academic progress (SAP). Your statement MUST address the following:
  - Why you failed to meet SAP standards during all periods of deficiencies,
  - What has changed in your circumstances,
  - What you plan to do differently from the past in order to meet minimum SAP standards.
- Gather relevant DOCUMENTATION that supports the circumstances in your written statement. Relevant, supporting documentation is required for all appeals. Acceptable documentation can be, but is not limited to medical or legal documents, police reports, letters from college staff or faculty, employers, counselors, attorneys, doctors or other objective persons who are knowledgeable of your circumstances. Do not include letters from friends and/or family.

**STEP 4**
VISIT the ACADEMIC ADVISEMENT office. Work with an Academic Advisor to develop an academic plan and to review your SAP calculator and degree audit. The goal of the academic plan is to establish a strategy for improving academic success and to achieve the minimum SAP requirements.

**STEP 5**
SUBMIT the following items to the FINANCIAL AID OFFICE:
- Signed SAP STATEMENT OF UNDERSTANDING
- Typed STATEMENT of appeal
- Supporting DOCUMENTATION
- Copy of signed BURSAR AGREEMENT
- ACADEMIC PLAN developed in collaboration with a TCC Academic Advisor
- SAP Calculator
- DEGREE AUDIT

**STEP 6**
VISIT the BURSAR OFFICE to submit the Bursar Agreement and to discuss alternate payment arrangements in the event that your appeal is denied.