

WORKDAY STUDENT SATISFACTORY ACADEMIC PROGRESS APPEAL



This guide will demonstrate how to complete an academic progress appeal application. At the end every semester SAP (Satisfactory Academic Progress) is run to determine GPA and Completion Rate. If a student is not within [financial aid standards](#), the student will fall into suspension status and not be eligible for aid. Students will need to complete an appeal application, and have the application approved to be financial aid eligible again.

APPEAL APPLICATION IN WORKDAY INBOX

You will begin by logging in to your Workday account. You should have an inbox notification with the appeal task to complete.

1. Your homepage inbox notifications should display and will be awaiting your action. Click into the task.

Here's What's Happening

Awaiting Your Action

 **Complete SAP Appeal Form:** - Texas State Technical College - Welding Technology AAS

My Tasks - 1 minute(s) ago

2. The appeal application will open for you to fill. Please complete all questions and answer to the best of your ability. You will need to include a statement as to why you failed to meet sap standards for the term and what changes you are making to improve.

☆ ⚙️ 📄 Created: 11/13/2024

Complete SAP Appeal Form 'FA Satisfactory Academic Progress Appeal' for SAP Appeal Event: for 24 Summer (In Progress)

Satisfactory Academic Progress Appeal

DIRECTIONS—You may appeal your financial aid satisfactory academic progress (SAP) status if extenuating circumstances interfered with your ability to meet SAP standards. Examples of unusual circumstances include, but are not limited to, serious injury or illness, personal issues, death of a family member, documented disability, or divorce.

- Complete Sections A, B, C and D of this form.
- Gather supporting documentation.
- Meet with your Enrollment Coach to develop an academic plan that will result in you meeting SAP standards.

NOTE: Once you are notified about financial aid suspension, max-time frame or max-time suspension status, you have five (5) working days to submit an appeal or until the next semester census date. The census date can be found in our college calendar at <https://www.tstc.edu/events/>. It is in your best interest to submit an appeal as soon as you receive your suspension notice.

Within 10 business days after your appeal is received, you will be notified by email as to whether your appeal was approved or denied.

The student is responsible for any payments and meeting payment deadlines during the appeal process. The student should not miss payment deadlines while waiting for a response.

Failure to pay for tuition and fees may result in de-registration. The student is responsible for balances due if the student withdraws before or after an appeal is denied.

***NOTE:** Sitting out a semester or more does not change the SAP calculation result.

I understand I must successfully complete the academic plan developed and agreed upon with my Enrollment Coach to remain eligible for financial aid.

Student Name (Required)
First Name Last Name

Submit **Save for Later** **Cancel**

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3. You will be required to include an attachment with supporting documentation. Multiple documents can be uploaded together.

Appeals submitted without supporting documentation will not be accepted and will be DENIED.

You must attach appropriate supporting documentation to this form according to these guidelines:

- If a family member or significant person in your life has died, please attach a copy of the obituary or death certificate.
- If you, a family member, or a significant person in your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or a police report, and/or hospital documentation with relevant dates.
- If you or your parent has gotten a divorce, please attach a copy of a letter from an attorney or the divorce decree and state how the divorce impacted your educational performance.
- If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, lawyer, or other professional third party.
- If you have reduced your work schedule to allow for more time in which to study, please provide a letter or work schedule from your employer

(Required)

(Required)

 tstc.png
✓ Successfully Uploaded!

Comment

 TSTC- logo.png
✓ Successfully Uploaded!

Comment

What has changed in your situation that would allow you to maintain satisfactory academic progress if your appeal is granted. Be specific in describing what has changed and how this change will allow you to no longer have your academic performance hindered.
(Required)

Description of what has changed and how this change will allow you to no longer have your academic performance hindered.



Note: If documentation is not uploaded you will receive an error message and will not be able to submit your appeal.

Error

1. Grid Error

The question "Appeals submitted without supporting documentation will not be accepted and will be DENIED."

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- If you have reduced your work schedule to allow for more time in which to study, please provide a letter or work schedule from your employer

* is required and you must enter an answer.

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4. If you need to save and come back you can click on the **Save for Later** option. If you are done you will select **Submit** at the bottom of the screen.

What has changed in your situation that would allow you to maintain satisfactory academic progress if your appeal is granted. Be specific in describing what has changed and how this change will allow you to no longer have your academic performance hindered.
(Required)

Description of what has changed and how this change will allow you to no longer have your academic performance hindered.

Submit

Save for Later

Cancel

NOTE: You will be notified once appeal has been approved or denied. The appeal may be sent back to your inbox if additional information is being requested by your Enrollment Coach.