

UTC ID: _____

2011-2012 Financial Aid Appeal Form

Office of Financial Aid, Department 4805 ♦ The University of Tennessee at Chattanooga
♦ 615 McCallie Avenue ♦ (423) 425-4677 ♦ Fax (423) 425-2292 ♦
finaid@utc.edu

Student Name (print) _____ Phone (_____) _____

Address _____ City _____ State _____ ZIP _____

Reason for Appeal: Exceeding 150% ☐ GPA less than 2.0 ☐ Course Completion Rate less than 67% ☐

Are you appealing your Hope Scholarship or University Scholarship due to an extenuating circumstance or leave of absence?
YES ☐ NO ☐

Appeal Packet Requirements

The appeal packet must include the following items. If you cannot include any item, submit an explanation in place of the item itself. ***Please initial each item verifying you understand what is required:***

- ____ 1. This form, completed in its entirety, including signature.
- ____ 2. Signed statement indicating rationale for appeal. Appeal statement should include the following:
 - a) Explain any ***unusual*** circumstances that led to your financial aid suspension. Please be specific – indicate dates and time periods involved and how the unusual circumstances affected your academic performance.
 - b) Explain how and why your situation is different now. Be as detailed as possible. If UTC offers a service that helps mitigate your unusual circumstance, please submit documentation that you are using this service.
- ____ 3. Provide sufficient documentation to support your claim of an unusual circumstance. Lack of documentation may lead to the denial of your appeal. Supporting documentation might include medical records, police reports, obituaries, or legal records.
- ____ 4. ***Students exceeding 150% only: please submit the following IN ADDITION to the appeal packet requirements 1-3:***
Submit a Graduation Plan Form signed by you and your advisor. If you are unable to submit a graduation plan signed by your advisor, you ***must*** still turn in the graduation plan signed by you at the time you submit your appeal. ***However, you must submit a Graduation Plan form signed by your advisor within seven days of the date you submit your original graduation plan.*** (<http://www.utc.edu/Administration/FinancialAid/pdf/GraduationPlan.pdf>)
Please indicate the number of attempted hours you have accumulated as of today's date on the following line:
_____ attempted hours

*****You may access your Satisfactory Academic Progress (SAP) status by visiting your MocsNet Account and click the Money Tab. Under Financial Aid Awards, choose My Financial Aid Eligibility. Choose the applicable aid year, then choose the Academic Progress tab. Your SAP status is reviewed and updated after grades post each semester.***

***** Students must submit the appeal packet to the Financial Aid Office in the University Center Room 201. Students should retain a copy for their records. Decisions are generally available 45 days after your appeal is submitted.***

I understand that my appeal will be reviewed based on the documentation I submit. I understand that lack of supporting documentation may lead to the denial of my appeal. I understand that appeal decisions will be sent to my UTC email address. I understand that appeals for Financial Aid, Hope (Lottery), and University Scholarships are reviewed by separate committees. I understand that I will receive a separate approval or denial notice for Financial Aid, HOPE and University Scholarship appeals. I certify that all statements, documents, and information in this appeal are true and accurate.

Student Signature _____ Date _____

Resources available to UTC students

There are many services available to UTC students to help them succeed academically. You may wish to utilize these resources. Should any of these services pertain to the issues that you outline in your appeal, you may submit documentation that you have tried to mitigate your circumstances by seeking assistance.

Counseling and Career Planning Center

The reasons why people seek counseling are as varied as people themselves. Students coming into the Center for counseling are usually seeking more effective and rewarding lives by addressing personal problems, career questions, skill development issues, or the stressors of being in college. Students come to the Counseling and Career Planning Center for many reasons, including test anxiety, depression, stress management, study skills, relationship stress, and adjustment to college life.

338 University Center ♦ (423) 425-4438

Office for Students with Disabilities

The Office for Students with Disabilities (OSD) is committed to ensuring that each student has equal access to all educational opportunities and maximizes their potential regardless of the impact of their disability. Students with disabilities must register with OSD to determine if they qualify to receive accommodations.

102 Frist Hall ♦ (423) 425-4006

Center for Advisement and Student Success (CASS)

The Center for Advisement and Student Success offers one hour tutoring sessions in the following classes:

- * Math 1000-2000
- * Chemistry 1110 and 1120
- * Biology 1110, 1120, and 1910
- * Physics 1030, 1040, 2300, and 2310

Sign up for tutoring session via the CASS website: www.utc.edu/AdvisementAndStudentSuccess

108 University Center ♦ (423) 425-4573

***For full tutoring options, visit the CASS website listed above. Some additional academic support services are listed below.**

Math Lab

205 EMCS Building ♦ (423)425-4535 ♦ math-mail@utc.edu

See web page for hours: www.utc.edu/DevelopmentalMath

UTC Writing Center

119 Holt Hall ♦ 423-425-1774

See web page for hours: www.utc.edu/WritingCenter