

# APPEAL FORMS

Appeal Form	Who Should Submit This Form?	Submission Deadline	Decision Timeline
<p style="text-align: center;"><b>Appeal from Suspension/Dismissal</b></p>	<p>Any student who feels that extenuating circumstances were responsible for their poor academic achievement and are seeking reentry before the suspension or dismissal period expires.</p> <p>Note: By submitting an Appeal from Suspension/Dismissal, you must reapply to the university pending appeal approval.</p>	<p>Appeal must be submitted no later than one week prior to the beginning of classes for the term that you wish to enroll in.</p>	<p>All appeals are reviewed by the Undergraduate Petitions Committee. Appeals submitted by the deadline will be decided before the term begins.</p>
<p style="text-align: center;"><b>Financial Aid Appeal or Satisfactory Academic Progress (SAP) Appeal</b></p>	<p>Any student who needs to appeal the loss of Financial Aid due to failure to meet Satisfactory Academic Progress (SAP) standards. This appeal should be submitted if you have had GPA or course completion rate issues due to circumstances beyond your control and you have been notified that you are not meeting SAP standards.</p>	<p>Appeal must be submitted during the semester the student is seeking to receive financial aid. Initial deadlines for decisions before fees are incurred are posted each semester at <a href="http://www.utc.edu/financial-aid/important-dates/important-dates.php">http://www.utc.edu/financial-aid/important-dates/important-dates.php</a></p>	<p>A decision will be made within 45 days of submitting the request if not received by a published deadline. All decisions are sent to the student's UTC e-mail.</p>
<p style="text-align: center;"><b>Scholarship Appeal</b></p>	<p>Any student who has lost a <u>UTC Scholarship</u>, and extenuating circumstances have contributed to the following:</p> <ol style="list-style-type: none"> <li>1. You did not maintain the required cumulative GPA.</li> <li>2. You did not pass the required number of credit hours (or service/work hours).</li> <li>3. You have taken a Fall or Spring semester off.</li> </ol> <p>A Scholarship Appeal for the loss of your <u>TN HOPE Scholarship</u> can be submitted if you have extenuating circumstances have contributed to the following:</p> <ol style="list-style-type: none"> <li>1. You have totally withdrawn from classes for the term.</li> <li>2. You have dropped below full-time or below ½ time enrollment after the 14<sup>th</sup> day of classes (last day to drop before a W is received).</li> <li>3. You have taken a Fall or Spring semester off.</li> </ol>	<p>Appeal must be submitted before or during the semester the student is seeking the award.</p>	<p>A decision will be made within 45 days of submitting the request. All decisions are sent to the student's UTC email.</p>
<p style="text-align: center;"><b>Records Withdrawal Exception to Deadline Appeal</b></p>	<p>Any student wanting to withdraw from a term after the withdrawal deadline because of extenuating circumstances during that term. Extenuating circumstances may include: military duty, medical illness, incapacitation, mandatory changes in work schedule, death of an immediate family member, or required jury duty. Official documentation is required.</p>	<p>Withdrawal Exceptions must be submitted within a calendar year of the semester in question.</p>	<p>A decision will be made with 45 days of submitting the request. All decisions are sent to the student's UTC email.</p>