

FINANCIAL AID SUSPENSION APPEAL/ACADEMIC SUCCESS PLAN
Alexandria Technical & Community College

This appeal is intended for students who have not met the Financial Aid Satisfactory Progress standards as stated in the Alexandria Technical and Community College Student Handbook. The Student Handbook is available in printed format and can also be accessed at alextech.edu. The policy indicates the timeliness and deadlines for the appeal process. If you have questions concerning the policy or the appeal process, you should contact the Financial Aid Office.

Your appeal must be based on **mitigating circumstances**. Mitigating circumstances are situations that are out of your control and were not present at the time of your initial enrollment at ATCC.

Name (please print) _____ Student ID# _____

Street Address _____

City/State/Zip _____ Phone _____

Alex program you plan to pursue _____

Please explain the extenuating circumstances that prevented you from achieving successful academic progress during your prior enrollment. **Please include/attach third party documentation (medical, legal, death certificates, ...) to support the extenuating circumstances.**

Please explain in what way were you responsible for your academic difficulties?

What has changed in your life/situation that will allow you to be successful in future enrollment at Alexandria Technical and Community College?

Please identify your academic goals and areas of improvement that will contribute to your success.

What is your plan of action that will allow you to accomplish your goals? In order to succeed academically, I will:

In order to achieve my academic goals, I plan to register for no more than _____ credits during my first semester at Alex.

Additional Comments (use additional pages if necessary):

If my appeal is approved, at a minimum I must achieve a GPA of 2.5 and a completion rate of 75% during each subsequent term of enrollment at ATCC.

The satisfactory academic progress policy is located on the ATCC website – please review this if you wish further details. (Click on the Ask! icon and search for satisfactory academic progress to locate the policy.)

Student's Signature

Date