

III 00 01 APPEAL OF FINANCIAL AID SUSPENSION

Purpose

At the end of each Fall, Spring and Summer term the Office of Financial Aid will notify students who are receiving financial assistance who have not met the minimum standards of satisfactory academic progress or required retention standards. This notification will be sent to the student's Vol State email address. The termination of eligibility to receive financial assistance has no effect on the right of the student to enroll at Volunteer State Community College (VSCC) for the subsequent term.

Students who have been placed on financial aid suspension based on the standards of Satisfactory Academic Progress may appeal the termination of their financial aid assistance.

Procedure

Federal and state regulations mandate that institutions of higher education must establish standards of "satisfactory progress" for students receiving financial aid. Volunteer State makes these standards applicable to all Title IV institutionally awarded funds (Federal Pell Grant, TSAA, Access and Diversity Grant, Federal Direct Loan, and Federal Plus Loan) and applicable to the Tennessee Education Lottery Scholarship for the purpose of maintaining a consistent policy for all students receiving financial assistance through these programs. The definition of the "Satisfactory Academic Progress" is printed in the college catalog under Academic Status and Retention Standards.

Required retention standards as dictated by Tennessee Student Assistance Corporation (TSAC) governs a student's continued eligibility to received TN Promise or TN Reconnect scholarships.

Procedures for Appeal

A. Title IV Federal Aid and Other Applicable Programs

Students may file a Financial Aid Appeal to regain eligibility. Students placed on Financial Aid Warning or Probation/Suspension status will be prevented from receiving Title IV financial aid, Access and Diversity Grant, and Tennessee Education Lottery Scholarship.

Appeals should be submitted by the priority dates provided by the Financial Aid Office. Students must anticipate a minimum of three weeks for the Appeals Committee to review the appeal and make a decision on their request. Failure to provide required supporting documentation will delay the appeal process. Students who have filed an appeal at the beginning of the semester are responsible for fee payment pending the review of their appeal.

To appeal the student must:

1. Complete a Financial Aid Appeal Form. The student must provide an explanation of the circumstances which caused their past unsatisfactory performance during the previous two semesters and documentation of the extenuating circumstance.
2. The student must also state how the issues have been corrected or list the steps they are currently taking to ensure that the circumstances do not reoccur. The Appeal Form and

required documentation must then be returned to the Office of Financial Aid for processing. All requests will be reviewed by the Financial Aid Appeals Committee.

3. On an individual basis, the Financial Aid Appeals Committee may recommend the student be placed on a Financial Aid Academic PLAN for the subsequent semesters at VSCC. The Financial Aid Academic PLAN requires the student to complete a PLAN form with their academic advisor to map out all of the required remaining courses through the completion of the credential. The student must adhere to the PLAN until regaining Financial Aid good standing. Students placed on a Financial Aid Academic PLAN will be individually monitored by the Office of Financial Aid. Any unauthorized change to the PLAN will result in the student returning to Financial Aid Suspension status.
4. Any changes to the PLAN must be approved by the assigned academic advisor. A revised PLAN form must be forwarded to the Office of Financial Aid for approval.
5. Students who have exceeded the Maximum Time Frame (MTF) may have their limit extended by an amount equal to any transfer credit work applied to academic history that does not apply to their current program of study or the number of hours remaining to graduate. In order to appeal MTF, the student must complete the Financial Aid Appeal Form and provide documentation where required. Based on the review of this request by the Financial Aid Appeals Committee and the student degree audit, students may have their MTF limit extended.
6. To appeal the decision of the Appeals Committee, a student must submit a written appeal to the Vice President for Student Services within five business days from the date of notification of the committee's decision. If further action is deemed necessary, an appeal of the decision of the Vice President for Student Services should be made in writing to the President.

B. TN Promise, TN Reconnect or TN Education Lottery Scholarship

1. TN Promise or TN Reconnect

- a. Complete TN Promise/TN Reconnect Appeal form and submit to the Office of Financial Aid along with the require supporting documentation.
- b. Lottery Scholarship Appeal and supporting documentation will be review by the Assistant Director of Financial Aid and recommended to the Vice President for Student Services for approval.
- c. Student will be notified of the decision.
- d. If denied, student may appeal to TSAC and must include the letter of denial from VSCC.

2. TN Education Lottery Scholarship

Students not meeting Satisfactory Academic Progress Standards as outlined in the college catalog should follow the appeals process outlined for Title IX Federal Aid and Other Applicable Programs.

Students not meeting the TELS required retention standards as defined by state regulations should complete the appeals process as outline in the TN Promise/TN Reconnect portion of this policy.

VSCC Source: Former III:00:06, February 24, 1999, President; November 27, 2007, President; January 28, 2019, President's Cabinet

