

Policy Statement

Terra State Community College (TSCC) students may appeal any College decision regarding fee assessment, fee refund, academic dismissal, and lack of academic progress for federal student aid eligibility.

Policy Details

Appeals regarding fee assessment, fee refund, academic dismissal, and lack of academic progress for federal student aid eligibility are required to be made in writing to the Dean of Student Success and Registrar.

Procedures

Appeals forms are available from the Cashiers, Financial Aid, and Student Records Offices for students to use (please email recordsdept@terra.edu with any questions). The submission of an appeal should occur within 5 business days of the action event. A student may withdraw an appeal at any time.

After preliminary review of an appeal, the Dean of Student Success and Registrar may request additional information or verification documents regarding the appeal. It is the student's responsibility to respond to such requests promptly. Evidence of an unusual circumstance is a key point in considering a student appeal. If the Dean's request isn't responded to by the student filing the appeal, then no action will be taken on the appeal. If sufficient information is provided with the appeal, then the Dean may decide on the appeal solely or may consult with other College officials in reaching a decision. If deemed necessary the Dean may form a committee of College officials to hear the appeal. If a hearing is set, then the student is notified and encouraged to attend. Records of the student appeal and hearing are available to the student upon request.

Decisions on student appeals are provided in writing to the student within 10 business days of action.

Resources

NA

Definitions

NA

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
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**Full name of CASA Committee Chair, signatory, or designee

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