



Student Financial Aid & Scholarships

SATISFACTORY ACADEMIC PROGRESS APPEAL

Personal Statement Outline

1. **Explain what specifically happened.** Tell us why you were unable to meet the minimum requirements of the satisfactory academic progress policy for the specified term or terms. **The more clearly you present your circumstances, the better we will be able to evaluate your appeal.**

Tips for writing your personal statement:

- **Be detailed and specific.** What were the problems or circumstances?
 - **Provide dates and timeframes.** When did it happen? How long did it last?
 - **Be clear and concise.** How did the issues affect your ability to be successful?
 - If you have several terms in which you were unsuccessful, please ensure to provide an explanation for each term.
2. **Explain what has changed.** Tell us how the above circumstances will no longer prevent you from being successful at Tri-C.
 3. **Explain how you will be successful.** Tell us what your plan for success looks like at Tri-C. Perhaps you will get help with time management or study skills. Be specific with your strategy to get the help you need to succeed.
 4. **Documentation is highly recommended.** Be sure your documentation aligns with each unsuccessful terms.

Examples of acceptable supporting documentation can include:

- Medical Documentation Form (*please see the financial aid department for this form*)
- Employer statements verifying work schedule changes or date of hire
- Proof of Daycare such as enrollment verification.
- Proof of Transportation such as a car registration
- Obituaries, funeral announcements or death certificates
- Other: current lease agreement, court documentation, police records, etc.