
Student Name

Student ID #

Current Address

City

State

Zip Code

Current Phone

Program

Anticipated Graduation Date

I am seeking reinstatement for the _____ semester.

Steps you need to take:

1. Complete the **Student Section** below and on the reverse. Tell us why you were unable to earn the required number of hours and/or the cumulative grade point average the semester(s) in which you were enrolled. Tell us how you plan to correct your satisfactory academic progress deficiency; include which classes you plan to take and what kind of grades you need to get. Your plan can cover more than one term.
2. Make an appointment for the appeal with Lisa Kirmer, Vice President of Student Services/Director of Financial Aid (Phone: 620-341-1325 Email: lkirmer@fhtc.edu).
3. Bring the completed form to your appeal appointment.

STUDENT SECTION

PART 1 – IDENTIFYING YOUR INDIVIDUAL CIRCUMSTANCE(S)

1. INSUFFICIENT CREDITS AND/OR CUMULATIVE GPA:

I have special circumstances that prevented me from making satisfactory progress:

- a. Personal problems (family issues, relationship issues)
- b. Serious injury requiring extended recovery time. *
- c. Death or serious illness of an immediate family member. *
- d. Significant trauma that impaired my emotional and/or physical health. *
- e. Other mitigating circumstances requiring documentation. *
- f. Juggling too much (work, school and family)
- g. Illness (recent or long term) *
- h. Academic major problems
- i. Job related problems (need a job, change jobs, other)
- j. Other _____

* Documentation may be required. (Ex. Physician statement, death certificate, obituary, letters from involved 3rd parties such as doctors or therapists, etc.) Please list the documentation you are attaching to this form: _____

2. 96 HOURS EXCEEDED

I have circumstances beyond my control that interrupted normal progress. The standard maximum time frame provides for some delays, such as changes in major or dual majors. Lack of adequate progress does not, in itself, justify extending the time frame. Documentation from an academic advisor is required, outlining coursework remaining and when you will finish (please see Advisor Section).

3. I HAVE COMPLETED A FULL-TIME SEMESTER ON MY OWN RESOURCES

Successful completion of a full-time semester of enrollment means that you enroll in at least full-time status and are assigned passing grades for those courses (please refer to the Student Handbook or Catalog for a definition of full-time). Courses assigned grades of Failed, Unsatisfactory, Audited or Withdrawal are not acceptable. If courses have been taken at another institution, you must submit an official grade report or transcript with your appeal.

