



## Appeal Procedure and Eligible Appeal Circumstances

According to Senate Bill 1210 (83<sup>rd</sup> Texas Legislature, Regular Session), students who fail to maintain a grade point average of 2.00 or higher as required by subsection (a)(1) may appeal the exemption suspension if there is a showing of hardship or other good cause, including:

1. the death of a relative of the student;
2. an injury or illness of the student;
3. other special circumstances. \*

\*Other special circumstances may include:

1. an injury or illness of an immediate family member of the student;
2. the student will be graduating within one semester.

Incarceration is not considered an acceptable cause for an appeal.

When one or more of these conditions have been met, students may request an appeal of their suspension status; however, the established conditions do not guarantee an approval. To request an appeal, an appeal worksheet must be completed and submitted with supporting documentation to the Business Services Office or to [businessservices@TJC.edu](mailto:businessservices@TJC.edu). Appeal worksheets will not be considered complete if fields are blank or supporting documentation is not submitted. Circumstances listed above **MUST** be supported with additional paper documentation to be considered valid. The deadline to appeal a suspension is the first class day of the term.

The Business Services Office Appeals Committee is made up of three members. This committee will evaluate the appeal for approval (reinstatement of the exemption) or denial (the exemption will remain suspended). The student will be notified by email to their TJC email address of the results. The decision of the appeals committee is final.

A student may become eligible and request the exemption in a future term if the person:

1. completes a semester or term during which the person is not eligible for an exemption or waiver; and
2. meets the minimum grade point average requirement.

Please visit the TJC Business Services website for the appeal worksheet and for more information at [www.TJC.edu/BusinessServices](http://www.TJC.edu/BusinessServices) or the College for All Texans website at [www.collegeforalltexans.com](http://www.collegeforalltexans.com). If you have additional questions, please contact Business Services (903) 510-2569 or [businessservices@TJC.edu](mailto:businessservices@TJC.edu) using your TJC email address.