



### Satisfactory Academic Progress (SAP) – Instruction Sheet

Following the instructions will expedite the processing of your appeal and provide a better representation of your appeal situation. Failure to follow the instructions may result in a delay in the processing of your appeal and/or a denial of your appeal.

#### **INSTRUCTIONS FOR A SUCCESSFUL SAP APPEAL**

1. Schedule an appointment with your academic advisor to complete the “Satisfactory Academic Progress (SAP) – Academic Advisor Form.” (Attach the completed advisor form to your appeal – Do not have your advisor e-mail this form.)
2. Complete the “Satisfactory Academic Progress (SAP) – Student Appeal Form”.
3. Provide supporting documentation. **(Please note: If supporting documentation is not provided, your appeal will likely be denied).**
4. Once you have compiled a complete appeal form (Advisor Form, Student Form, & Supporting Documentation), submit your appeal via e-mail [finaid.sap@ttu.edu](mailto:finaid.sap@ttu.edu), fax to 806-742-5300, or hand-deliver to the Student Financial Center located at 301 West Hall.

\*\* If you have not been awarded aid for the current term, we encourage you to consider one of the payment plans offered by Student Business Services (<http://www.depts.ttu.edu/studentbusinessservices/payingBill/payOps.php>).



**Satisfactory Academic Progress (SAP) - Academic Advisor Form**

It is **required** that the academic unit completes the advisor section before the financial aid office can review the appeal. Please keep in mind that federal aid cannot be released until the appeal has been reviewed and approved, so it is important that we receive the required advisor form as soon as possible.

<b>Student Last Name:</b>			
<b>Student First Name:</b>			
<b>Student TTU R#:</b>			
<b>Term for Appeal:</b>	<input type="checkbox"/> Summer 2014	<input type="checkbox"/> Fall 2014	<input type="checkbox"/> Spring 2015
<b>Student Type:</b>	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Law
<b>Dual Degree Student?</b>	<input type="checkbox"/> Yes (This form required by both academic advisors)		<input type="checkbox"/> No
<b>College:</b>		<b>Program / Major:</b>	

**This section is to be completed by academic advisor / department chair**

<b>Advisor Name/ Committee Chair:</b>			
<b>Phone Number:</b>		<b>Email:</b>	
<b>Has the student been placed on a degree plan and/or been provided with any additional advice regarding the successful completion of degree requirements?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Is student making progress towards completing degree requirements according to the degree plan?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Total hours required for degree program?</b>		<b>Hours remaining before degree is earned?</b>	
<b>What is the expected graduation date? Please update on SGASTDN in Banner if needed.</b>			
<b>Additional Notes from Academic Advisor:</b>			

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Satisfactory Academic Progress (SAP) – Student Appeal Form

Student Name:		TTU R#:	
Student Email:		Cell #:	
Student Type:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Law

Review the Satisfactory Academic Progress (SAP) Policy outlined at <http://www.financialaid.ttu.edu> to determine if you are eligible to appeal for federal financial aid. If you wish to be considered for reinstatement of federal financial aid you must submit this form and all necessary supporting documentation. Once your appeal is received, you will be notified via TTU e-mail within 10 business days on whether your appeal was granted or denied.

Section A: Student Information

Have you ever submitted a previous SAP appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Check the academic year and semester for which you are requesting an appeal to be considered:

<input type="checkbox"/> Summer 2014	<input type="checkbox"/> Fall 2014	<input type="checkbox"/> Spring 2015
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Section B: Reinstatement Request Type

<input type="checkbox"/>	<b>Medical:</b> Illness, accident, or injury experienced by you or an immediate family member. (Documentation Required: Physicians’ statement, police report, hospital bill statement, etc.)
<input type="checkbox"/>	<b>Death:</b> Death of an immediate family member. (Documentation Required: Obituary or death certificate.)
<input type="checkbox"/>	<b>Divorce:</b> You or your parents. (Documentation Required: Divorce decree, lawyers’ statement, etc.)
<input type="checkbox"/>	<b>Military Service:</b> If you withdrew due to military service, provide documentation.
<input type="checkbox"/>	<b>Exceeding timeframe:</b> If you are a second undergraduate degree student, in a dual-degree program, or have changed your major.
<input type="checkbox"/>	<b>Other Circumstances:</b> Please clearly state your reason in Section D and provide documentation.

**Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered as extenuating for purposes of appealing suspension of financial aid.**

Section C: Appeal Requirements

**IF APPROVED, all of the following conditions must be met each semester until you have met the standards of Satisfactory Academic Progress.**

1. You must successfully complete (pass) 100% of all credit hours attempted. This calculation includes transfer hours. You must complete all hours you enroll in beginning on the first day of class. University drop date does not apply to SAP students.
2. You are required to maintain a current semester GPA of 2.0 as an Undergraduate or Law student, 3.0 as a Graduate student, and be progressing toward a cumulative or adjusted 2.0 GPA (3.0 for Graduate students).
3. If you are required to file an appeal because you have exceeded 150% of the minimum hours for your degree, but have not yet graduated, you must complete your degree on schedule per your current graduation date that is on file with your college/department.
4. Meet obligations of academic plan as outlined by your academic advisor.
5. If you do not comply with the requirements of this contract you will, once again, be required to submit an appeal to the Student Financial Aid office before your financial aid eligibility will be determined for the next semester.

Students on contract will have a hold placed on their aid for the subsequent semester until grades have been posted and reviewed. However, should funds post to the student’s account before grades are reviewed, those funds may have to be returned to the university and/or lending institution.



**Section D: Student Statement**

Why have you failed to make Satisfactory Academic Progress? Please explain any hardships preventing you from maintaining satisfactory academic progress below, providing as much information as possible and supporting documentation.

If you cannot fit your explanation in the box below, please attach a written/typed statement.

[Empty text box for student statement]

What has changed that will allow you to make Satisfactory Academic Progress at the next evaluation?

If you cannot fit your explanation in the box below, please attach a written/typed statement.

[Empty text box for explanation of progress]

**Section E: Acknowledgment**

Did you complete/include the following?	<input type="checkbox"/> Student Statement	<input type="checkbox"/> Supporting documentation	<input type="checkbox"/> Read Appeal Requirements
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All of the information on this form is true and complete to the best of my knowledge. I understand that incomplete or inaccurate information could cause a delay in processing my application. I have read and understand the standards of Satisfactory Academic Progress.

Signature		Date	
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**This section to be completed by Financial Aid Appeals Advisor**

Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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