



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. Students submitting an appeal for 1st time requirement are NOT required to submit an advisor form. 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.

Student Last Name:		Student TTU R#:	
Student First Name:			
Term for Appeal:	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Summer _____
Deadline to Submit Complete Appeal:	10 calendar days (excluding federal holidays) prior to the last class day		
Student Type:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Law
Dual Degree Student?	<input type="checkbox"/> Yes (This form required by both academic advisors)		<input type="checkbox"/> No
Distance Learner	<input type="checkbox"/> Yes		<input type="checkbox"/> No
College:		Program / Major:	

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

Advisor Name/ Committee Chair:			
Phone Number:		Email:	
Has the student been placed on a degree plan and/or been provided with any additional advice regarding the successful completion of degree requirements?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Is student making reasonable progress towards their degree?			<input type="checkbox"/> YES <input type="checkbox"/> NO
What is the expected graduation date?			
Please describe the academic recovery plan for student.			

Advisor Signature: _____ **Date:** _____

This section to be completed by Financial Aid Appeals Advisor

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

Section A: Student Information

Is this your 1 st SAP appeal requirement? (No Advisor Form for 1 st requirement)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a prior term balance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been denied a SAP appeal?	<input type="checkbox"/> Yes	Term _____ <input type="checkbox"/> No

Provide the academic year and semester for which you are requesting an appeal to be considered:

<input type="checkbox"/> Fall _____	<input type="checkbox"/> Spring _____	<input type="checkbox"/> Summer _____
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Deadline to submit appeal is 10 calendar days prior to the last class day (excluding federal holidays)

If you are receiving Graduate TA/RA Fee Waivers the deadline is the 20th class day

Section B: Student Statement

Please **TYPE** a letter answering the two items below and provide related documentation. Personal statements that do not provide sufficient information may cause your appeal to be delayed or denied. Documentation of your situation(s) must also be provided.

1. Please provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress. (Examples: Medical, Death, Divorce, Military Service, Exceeding timeframe, Change in Field of Study or Dual Major). Special Circumstances or withdrawal from all classes: Student maybe required to see a SAP Advisor.
2. How has your situation(s) changed to allow you to demonstrate Satisfactory Academic Progress? (Examples: attend tutoring, adjusted work schedule, reduction in course schedule, etc.).

Section C: 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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Additional information may be requested through the student's email.

I certify that 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](#).

Sign your Appeal. Only handwritten signatures will be accepted.

Signature	Date
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