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.”

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. Supporting documentation verifies the written statement on Section C of the appeal.

5. Once you have compiled a complete appeal form (Advisor Form, Student Form, & Supporting Documentation), submit your appeal via e-mail finaid.sap@ttu.edu, fax to 806-742-5300, or hand-deliver to the Student Financial Center located at 301 West Hall.

**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.
### 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.

<table>
<thead>
<tr>
<th>Student Last Name:</th>
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<tbody>
<tr>
<td>Student First Name:</td>
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<tr>
<td>Student TTU R#:</td>
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</table>

**Term for Appeal:**
- ☐ Fall ________
- ☐ Spring ________
- ☐ Summer ________

**Deadlines to Submit:**
- Last Class Day

**Student Type:**
- ☐ Undergraduate
- ☐ Graduate
- ☐ Law

**Dual Degree Student?**
- ☐ Yes (This form required by both academic advisors)
- ☐ No

**College:**
- Program / Major:

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

<table>
<thead>
<tr>
<th>Advisor Name/ Committee Chair:</th>
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<tbody>
<tr>
<td>Phone Number:</td>
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<tr>
<td>Email:</td>
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</table>

Has the student been placed on a degree plan and/or been provided with any additional advice regarding the successful completion of degree requirements?
- ☐ YES
- ☐ NO

Is student making progress towards completing degree requirements according to the degree plan?
- ☐ YES
- ☐ NO

Total hours required for degree program?

Hours remaining before degree is earned?

**What is the expected graduation date?** *Please update on SGASTDN in Banner if needed.*

**Additional Notes from Academic Advisor:**

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**Advisor Signature:** ____________________________ **Date:** __________
Satisfactory Academic Progress (SAP) – Student Appeal Form

Student Name:  TTU R#:  
Student Email:  Cell #:  
Student Type:  □ Undergraduate  □ Graduate  □ Law

Review the Satisfactory Academic Progress (SAP) Policy outlined at [http://www.financialaid.ttu.edu](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?  □ Yes  □ No

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

□ Fall ______  □ Spring ______  □ Summer ______

Deadline to submit complete appeal:  Last Class Day

Section B: Reinstatement Request Type

□ Medical:  Illness, accident, or injury experienced by you or an immediate family member. (Documentation Required: Physicians’ statement, police report, hospital bill or statement, etc.)

□ Death:  Death of an immediate family member. (Documentation Required: Obituary or death certificate.)

□ Divorce:  You or your parents. (Documentation Required: Divorce decree, lawyers’ statement, etc.)

□ Military Service:  If you withdrew due to military service, provide documentation.

□ Exceeding timeframe:  If you are a second undergraduate degree student, in a dual-degree program, or have changed your major.

Section C: Student Statement

Please TYPE your response to the questions below on separate sheets of paper and submit with your appeal forms.

1. Why have you failed to make Satisfactory Academic Progress? Please explain any reasons that prevented you from maintaining Satisfactory Academic Progress, providing as much information and supporting documentation as possible.

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

Section D: Acknowledgment

Did you complete/include the following?  □ Student Statement  □ Supporting documentation  □ Read Appeal Requirements

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 the Satisfactory Academic Progress.

Signature  Date

Decision:  □ Approved  □ Denied