



TEXAS TECH UNIVERSITY
Student Financial Aid™

(Phone) 806.742.3681 (FAX) 806.742.0880

Mail to: Student Financial Aid Office
 PO Box 45011 Lubbock, TX 79409-5011
 Student Financial Center
 Room 301 West Hall

Satisfactory Academic Progress Appeal Request Form

Student Name: _____ **TTU R#:** _____

Cell Phone: _____ **Email:** _____

Term for Appeal: **FALL 20** _____ **Spring 20** _____ **Summer 20** _____ **Distance Learning 20** _____

Appeal request will be reviewed upon completion and submission of this form and all necessary documents. This form should be filled out by both the student and his/her academic advisor and then turned into the Financial Aid Appeals Advisor. In addition to your appeal, your entire academic history at TTU will be reviewed. This would include semester(s) in which you did not receive aid.

YOUR RIGHT TO APPEAL

A notice will be sent to your University-assigned email account before the beginning of the next term if you are not meeting SAP standards. You may appeal your financial aid suspension status if:

- Your record shows that you earned the required GPA or credit completion ratio to meet SAP standards during a term at your own expense.
- You were readmitted after suspension from your college
- If a student appeals on the basis of one circumstance and wants to appeal again based on the same circumstance, information must be provided about what has changed to permit the student to make satisfactory progress at the next evaluation.

A student who is not meeting the standards of Satisfactory Academic Progress may appeal to the Office of Student Financial Aid if, per federal regulations, the student falls under one or more of the following hardships or unusual circumstances interfered with your ability to meet SAP standards, including but not limited to:

- Illness, accident, or injury experienced by you or a significant person in your life. (Documentation required: physicians' statement, police report, or other documentation from a third party professional, hospital billing statement).
- Death of a family member or significant person in your life. (Documentation required: a copy of the obituary or death certificate).
- Divorce experienced by you or your parent. (Documentation required: attorney's letter on law firm letterhead and/or a copy of divorce decree).
- Reinstatement after an academic dismissal and/or extended break in your enrollment. Documentation required: advisor's written statement.
- Personal problems or issues with your spouse, family, roommate or other significant person. (Documentation required: written statement from medical doctor, counselor, attorney, or other professional advisor).
- Successfully completing coursework during probation, yet remaining below the overall completion ratio (75 percent for undergraduates, graduate and professional students). (Documentation required: advisor's written statement).
- Exceeding timeframe while in a second undergraduate or dual degree program or as a result of changing your major. (Documentation required: advisor's written statement).

If you have been placed on financial aid suspension, your financial aid awards will be canceled after the official census date of the term in which you have suspension status. Those canceled funds are returned to the originating programs to be awarded to other eligible financial aid recipients. If your appeal is granted, your aid will be reinstated (awarded), based on funds available at that time. As a result, your original award(s) may be reduced or lost. For that reason, your best interest is served by submitting an appeal as soon as you receive your suspension notice. After your appeal is received, you will be notified by email within 15 business days on whether your appeal was granted or denied.

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

Academic Advisor Name		College:
Phone Number:	Email:	
Is the student making reasonable progress towards completing his/her degree requirements? <input type="checkbox"/> YES <input type="checkbox"/> NO		
How many total hours are required for the student's degree program?		
How many hours remain before the student can receive his/her degree?		
What is the expected graduation date?	Please update on SGASTDN in Banner if needed.	
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		

Advisor Signature: _____ **Date:** _____



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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.

[Empty text box for explanation of academic progress failure]

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

[Empty text box for explanation of changes for next evaluation]

Did you complete/include the following? Student Statement Supporting Documentation Academic Advisor Section

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 also understand that I will be notified of the outcome of this appeal within 15 business days. I have read and understand the Standards of Satisfactory Academic Progress.

Signature: _____

Date: _____

Notice concerning Your Information: The Texas Public Information Act, with few exceptions, gives you the right to be informed about the information that Texas Tech University collects about you. It also gives you the right to request a copy of that information and to have the University revise any information that is incorrect. You may request to receive this information by contacting the office possessing such information.

This section to be completed by Financial Aid Appeals Advisor

Date Received: _____

Decision:

Approved Denied

Date email sent to student: _____