**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 their first appeal 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.

<table>
<thead>
<tr>
<th>Student Last Name:</th>
<th>Student TTU R#:</th>
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<table>
<thead>
<tr>
<th>Student First Name:</th>
<th>Term for Appeal:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>☐ Fall _______</td>
<td>☐ Spring _______</td>
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<table>
<thead>
<tr>
<th>Deadline to Submit Complete Appeal:</th>
<th></th>
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<tbody>
<tr>
<td>10 calendar days (excluding federal holidays) prior to the last class day</td>
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<tr>
<th>Student Type:</th>
<th>Dual Degree Student?</th>
<th>Distance Learner</th>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Undergraduate</td>
<td>☐ Yes (This form required by both academic advisors)</td>
<td>☐ Yes</td>
<td>Program / Major:</td>
</tr>
<tr>
<td>☐ Graduate</td>
<td>☐ No</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>☐ Law</td>
<td></td>
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</tr>
</tbody>
</table>

**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? ☐ YES ☐ NO

Is student making reasonable progress towards their degree? ☐ YES ☐ 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: | ☐ Approved | ☐ Denied |
Satisfactory Academic Progress (SAP) – Student Appeal Form

Student Name: 

Student Email: TTU R#: 

Student Type:  

☐ Undergraduate  

☐ Graduate  

☐ Law 

Review the Satisfactory Academic Progress (SAP) Policy outlined at http://www.financialaid.ttu.edu

Section A: Student Information

Is this your 1st appeal? (1st appeals do not require advisor forms)  

☐ Yes  

☐ No 

Do you have a prior term balance?  

☐ Yes  

☐ No 

Have you ever been denied a SAP appeal?  

☐ Yes  Term ______  

☐ No 

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

☐ Fall ______  

☐ Spring _____  

☐ Summer _____  

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:  

☐ Student Statement  

☐ Supporting documentation  

☐ Read Appeal Requirements  

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