



TEXAS TECH UNIVERSITY

## Student Financial Aid & Scholarships™

### Satisfactory Academic Progress Appeal Instructions

- The Satisfactory Academic Progress (SAP) appeal is a two part form.
- Page 1 must be completed by your academic advisor. Contact your academic advisor for departmental procedures on submitting your appeal
  - Students who are being required to submit an appeal for the first time are not required to submit an Advisor form.
  - If you are submitting an appeal for the first time but this is not the first term you have not met SAP requirements, then you must submit the advisor portion.
- Page 2 must be completed by the student.
  - **Page 2, Section B:**
    1. What has prevented you from maintaining Satisfactory Academic Progress?
      - **Medical:** (illness, accident, or injury experienced by you or an immediate family member. (Documentation required: Physicians statements, police report, hospital bill or statement, etc...))
      - **Death:** Death of an immediate family member. (Documentation Required: Obituary or death certificate).
      - **Divorce:** Your or your parents. (Documentation Required: Divorce decree, lawyers' statements, 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.
      - **Other Circumstances:** Please clearly state your reason in Section D and provide documentation.
    2. What has changed that will allow you to make Satisfactory Academic Progress?
- You may email your appeal to [finaid.sap@ttu.edu](mailto:finaid.sap@ttu.edu). You will receive an automatic response notifying you that your document has been received by the financial aid office. Monitor your status on the MyTech tab via Raiderlink
  - All documents must be submitted in .PDF format.
- Allow 10 calendar days (excluding federal holidays) to have the appeal reviewed. Incomplete SAP forms will extend the 10 day timeframe required to review your appeal.

- It can take longer than 10 days at the beginning of the semester for appeals to be processed, as this is the busiest part of the semester. You may contact the Call Center or email [Finaid.advisor@ttu.edu](mailto:Finaid.advisor@ttu.edu) for an update on which file date the committee is currently reviewing.
- Make sure you watch your Tech email regularly for updates and additional information we may need to review your appeal.
- In addition to being placed on a recovery plan by your academic unit, make sure you understand the Financial Aid contract you are required to sign for your appeal. You can review the SAP Policy and Procedures at [www.financialaid.ttu.edu](http://www.financialaid.ttu.edu)
- The deadline to submit your completed appeal is ten calendar days prior to the last class day. Refer to the TTU academic calendar.
- **NOTE: If you are receiving Graduate TA/RA fee waivers the deadline to submit your appeal is the 20<sup>th</sup> day of class.**