



## Instructions for Completing SAP Appeal in Remote Environment

Due to the COVID-19 epidemic, we understand that many advisors and students are working remotely and may not have a printer available. The Satisfactory Academic Progress appeal form was designed as a fillable form, which allows electronic signatures via a PDF format.

Adobe Reader is available as a free download at <https://get.adobe.com/reader/>. Please download Adobe Reader to properly complete and digitally sign the SAP appeal form. The form cannot be filled out on a web page version, as you are not given the option to digitally sign and save.

Steps to submit SAP appeal:

### Student

1. Download Adobe Reader for free <https://get.adobe.com/reader/>.
2. Download the Satisfactory Academic Progress Appeal form at [www.financialaid.ttu.edu](http://www.financialaid.ttu.edu) under *Requirements & Forms>Financial Aid Forms*. Save the form as a PDF to your device.
3. Open the downloaded file with Adobe Reader. It will now be a fillable form with a digital signature option.
4. Fill out all student fields. Click on the Student Signature box at the end to Sign with a Digital ID. You may need to Configure a New Digital ID. Do not lock the document. Save.
5. Email the completed and saved file to your Academic Advisor.

### Academic Advisor

1. Download file emailed from student. Save and open in Adobe Reader or Acrobat.
2. Fill out all advisor fields. Click on the Academic Advisor Signature box at the end to Sign with a Digital ID. You may need to Configure a New Digital ID. Do not lock the document. Save.
3. Email the file back to student.

It is the student's responsibility to then submit a complete appeal to [finaid.sap@ttu.edu](mailto:finaid.sap@ttu.edu). These items must be included:

1. Submit signed version of appeal by academic advisor and student.
2. Written statement in a Word document.
3. Supporting documents for written statement.

The appeal form and required documents must be submitted from your TTU email account. Once submitted student will receive an automated email.

Student should keep an eye on their TTU email account. If the SAP office needs additional information, we will notify you via email

Appeals are worked in the order they are received. Automated email notification of SAP requirement will go out daily and will continue until we complete processing of appeals from the date of your submission.

**Deadline to submit a complete appeal is the 12<sup>th</sup> class date of the current term.**