Texas Southern University
Office of Student Financial Assistance
Submit Application to SAPAppeal@tsu.edu

Satisfactory Academic Progress Appeal
Reinstatement of Financial Aid

Must be submitted by the 12th Class day for Fall/Spring & 4th Class day for Summer

The various federal and state regulations governing student financial assistance programs require an institution to develop a standard measure of a student's reasonable progress towards a degree objective. This policy, known as satisfactory academic progress, sets the standard for the minimum allowable academic progress required to retain eligibility for financial aid. The determinants in calculating satisfactory academic progress include (1) the cumulative grade point average (2) the number of credit hours attempted comparative to the number of hours earned in all coursework inclusive of transfer coursework, and (3) the length of time taken to complete your degree program.

Review of Satisfactory Academic Progress Policy

Total Undergraduate Hours	Qualitative	Quantitative	Length
Undergraduate	2.0	67%	180
Post-Baccalaureate	2.0	67%	180
Graduate – beyond Bachelor's	3.0	67%	63
Law – beyond Bachelor's	2.0	67%	135
Doctoral	3.0	67%	108

Students not meeting SAP will be placed on financial aid suspension and are not eligible to receive further funding. However, students are still able to attend class while being on suspension.

Students have the right to appeal their suspension by submitting a SAP Appeal form with supporting documentation to the Office of Student Financial Assistance.

Failure to submit adequate documentation upon initial submission will result in application being returned.

Checklist

The Satisfactory Academic Progress Appeal requires submission of the following items:

- ☐ Complete Sections A, B, and C on the second page of the appeal packet
- ☐ Attach any documentation that clearly supports your explanation (ex. Doctor's note, a death certificate)
- ☐ Academic plan signed by Academic Advisor and student on the third page of the appeal packet
- ☐ Attach a current copy of an Unofficial Texas Southern University academic transcript (MyTSU Web)
- ☐ Complete Financial Literacy Part I with a minimum of 75% or higher online at www.everfi.com/register **(Registration Code: 6f8e3035)** and attach a copy of the Course Progress located in the dashboard.

The Appeal Decision

Students will be notified in writing of the decision of the Satisfactory Academic Progress Committee within 10 working days of the decision and may review the status of the appeal through the MyTSU web portal.

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Satisfactory Academic Progress Appeal

2021-2022 Academic Year

In order for your appeal to be processed, please PRINT neatly in blue or black ink.

A. Student Information		
Student Name (Last, first, middle initial):	**Student ID Number**	**Preferred Telephone Number:**
Address:		**Email Address:**

B. Reason for appeal:

□ **GPA** □ **Completion Ratio** □ **Exceeding Maximum Hours** (check all that apply)

C. Action Plan to Improve Academic Performance

Provide a summary of your action plan to improve your academic performance.
If more space is required attached a typed statement to this appeal form.

D. Certification of Completion of Financial Literacy Session

Complete Financial Sessions at URL: **www.everfi.com/register** **Registration Code: 6f8e3035**

- □ You will need a computer with Internet access and audio capabilities.
- □ You must complete financial literacy with a passing score of 75% or higher on the exam.
- □ Attach a copy of the **Course Progress**; located in your dashboard. *NOT CERTIFICATE*

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Satisfactory Academic Progress – General Academic Plan

As a part of the federal requirements for satisfactory academic progress (SAP) students must receive academic advising to assist the student in developing an academic plan. The academic plan should provide a guide for the student to use during the course selection process and ultimately lead to the fulfillment of the academic requirements for graduation. As the student's performance increases the student's cumulative grade point average and ratio should also show a comparable improvement leading the student to meet the minimum academic requirements to remain eligible for financial assistance and graduate. Your college may choose to use this general form or develop a plan specific to their requirements.

A. Student Information

Last Name	First Name	T#
Best Contact Number	**Email Address**	**Alternate Email Address**
( ) -		

B. Academic Profile

The information requested below should reflect the student's current major and classification at the time the satisfactory academic progress appeal is being submitted for consideration. The anticipated graduation date should reflect the projected date the student may reasonably be expected to fulfill the graduation requirements under the current academic program.

Major	Classification	Anticipated Graduation Date

C. Recommended Academic Course Selection

Provide a list of recommended courses during the next academic term.

Recommended Courses for Completion and Minimum GPA Requirement		
Course Title	**Course**	**Minimum GPA Requirement**
1.		
2.		
3.		
4.		
5.		
6.		

D. Academic Progress

Each student must receive an initial review to determine the student's academic progress for financial aid purposes. Based on this review, the student listed above is currently not meeting the minimum satisfactory academic requirements to continue to remain an eligible financial aid recipient. Students must be reviewed at least annually; however, once on an appeal the student must be reviewed the following term after the appeal is granted to ensure the student has met the requirements of the academic plan.

1. Is the student's major the same as the previous term?	☐ **Yes** ☐ **No**
2. Is this **undergraduate** student able to reasonably obtain a 2.0 cumulative grade point average by the end of the academic term? If no, go to question 4.	☐ **Yes** ☐ **No**
3. Is this **graduate** student able to reasonably obtain a 3.0 cumulative grade point average by the end of the academic term? If no, go to question 4.	☐ **Yes** ☐ **No**
4. Is the student reasonably able to obtain the minimum cumulative grade point average based on the student's classification? If no, go to question 5.	☐ **Yes** ☐ **No**
5. What is the projected minimum grade point average for this student if the student completes the course requirements with the minimum grade point average listed in section C.	

E. Academic Advisor Signature

Academic Advisor's Name (Print)	Academic Department
Academic Advisor's Signature	**Date**
Student's Signature	**Date**

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F. Student Certification and Signature

Please read and initial all the following statements. I understand that:

_____ I may attend class at my own expense until I attain the cumulative GPA and completion ratio requirement.

_____ I understand that it's my responsibility to make payment arrangements to pay any tuition & fees while appeal is being reviewed.

_____ Appeal decisions are made on a case-by-case basis. Submission of an appeal does not guarantee it will be approved and it does not release me from my financial obligation to the university to meet all payment deadlines. I am responsible for all institutional charges assessed to my account and must make payment arrangements timelyand as needed.

_____ If my appeal is approved, I will be granted financial aid for one semester or for multiple-semesters based onmy SAP Academic Plan.

_____ By the end of my granted term, I must achieve the minimum cumulative GPA for my degree program and maintain the minimum Completion Rate (successfully complete a minimum of 67% of all credit hours attempted)so that I meet all minimum SAP standards.

_____ If I do not meet the minimum cumulative GPA and Completion Rate standards by the end of my probation period,I am subject to denial of all further financial aid.

_____ If I withdraw from or fail any courses before or during the appeal process, it will affect my financial aid for futuresemesters.

_____ I have reviewed and completed all "Checklist Requirements" listed on page 1.

_____ Failure to submit adequate documentation upon initial submission will result in application being returned.

Student's Signature	Date

For Office Use Only

Current GPA:_____ Required GPA_____

Total Hours Attempted:_____Total Hours Earned:_____Completion Ratio: _____

Approved ☐ Denied ☐

Comments: _____

_____

Reviewed By:_____Date: _____