

# SAP Appeal Form



**Tennessee  
TECH**

Office of Financial Aid  
Campus Box 5076, Jere Whitson Bldg  
Cookeville, TN 38505  
(931)372-3073  
(931)372-6309 fax  
financialaid@tntech.edu

Student Name: \_\_\_\_\_

T#: \_\_\_\_\_

Semester you are applying for aid: \_\_\_\_\_  
**(One (1) appeal per semester)**

Date: \_\_\_\_\_

A student who fails to meet any federal student aid Satisfactory Academic Progress (SAP) standard and has mitigating circumstances can appeal by completing this form and returning it to the Office of Financial Aid, along with all required documentation. Failure to provide any of the required documentation can result in the denial of your appeal. The outcome of this appeal will depend on the nature of your circumstance(s) and the quality of documentation that you provide. Retroactive appeals will not be considered. All appeals must be submitted for the term indicated above no later than the published last day to drop a full-term course with a "W".

- **Have you ever filed for an appeal before?**    \_\_\_ Yes    \_\_\_ No

- **What SAP Standards are you not meeting** (check all that apply):

\_\_\_ Cumulative GPA (Qualitative) - Must meet minimum GPA requirements as listed below  
    1.6 for 0-29 earned hours  
    1.8 for 29.01-50 earned hours  
    2.0 for >50 earned hours

\_\_\_ Pace of Progress (Quantitative) - Must complete (pass) 2/3 of all attempted hours (67%)

\_\_\_ Failed previous Financial Aid Plan

\_\_\_ Maximum Timeframe in combination with one or more of the above reasons  
(documentation listed below in addition to the documentation required on page 2)

\_\_\_ Maximum Timeframe ONLY- *skip to page 2*

- **The following documentation is required from you, the student:**

1. Completed and signed SAP Appeal Form.
2. Personal statement of extenuating circumstances (must be typed).  
Describe extenuating circumstances such as personal injury or illness, family emergency, death of a close relative (e.g. parent, sibling, or grandparent), or other exceptional circumstances that occurred during specific individual terms of enrollment in which you did not successfully pass/complete classes. If you continually enrolled with an ongoing medical condition or personal circumstance, explain why you did not reduce your course load or stop attending to adjust to any personal limitations.
3. Personal statement of what has changed. Explain what has changed in your situation and the steps you have taken to ensure that you will successfully complete all current and future classes.
4. Supporting documentation. If this is not your first appeal, attach documentation which clearly validates the extenuating circumstances applicable to the term(s) which lead to financial aid termination. See page 3 for examples.
5. Academic Plan. Required only if you failed to meet the terms of a previous Financial Aid Plan. Must be signed by academic advisor and outline future plans for academic success.

# SAP Appeal Form

Student Name: \_\_\_\_\_

T#: \_\_\_\_\_

**Maximum Timeframe.** Federal law allows students to receive Title IV assistance up to 150% of the published program length. Students will be allowed to appeal this limitation as related to one of the circumstances below.

## **Reason for Request and Documentation Required**

\*\*\* (Complete this section ONLY if you are not meeting Max Timeframe standards)

\_\_\_\_\_ Undergraduate 150 > total attempted hours, graduating this term

1. Completed and signed SAP Appeal Form
2. Personal statement briefly explaining that you will be completing your program **this term** and have applied for graduation (this information will be verified).

\_\_\_\_\_ Undergraduate < 180 total attempted hours

1. Completed and signed SAP Appeal Form
2. Degree Works
3. Graduation Plan- must include total number of hours needed to graduate, expected graduation term and advisor's signature. This plan must be followed if appeal is approved.
4. Personal statement briefly explaining that you will be completing your degree program within the required 150% timeframe and how you will accomplish this.

\_\_\_\_\_ Undergraduate < 180 with Change of Major

1. Completed and signed SAP Appeal Form
2. Degree Works
3. Graduation Plan- must include total number of attempted hours which can be excluded from your current degree program, total number of hours still needed to complete the current degree program, expected graduation term, and must be signed by your advisor.
4. Personal statement briefly explaining your situation. If you had an extenuating circumstance which caused you to go over the required timeframe you will need to explain that circumstance. Documentation may also be required to validate your claims if this is not your first appeal. See page 3 for examples.

\_\_\_\_\_ 2<sup>nd</sup> Bachelors

1. Completed and signed SAP Appeal Form
2. Degree Works (regarding 2<sup>nd</sup> Bachelor's degree requirements) and expected graduation term.
3. Personal statement briefly explaining your situation and the reason for completing a 2<sup>nd</sup> Bachelor's degree.

## **Student Certification**

By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted is true and correct to the best of my knowledge. If asked, I will provide additional documentation to validate claims in my appeal. I have read and understand the Satisfactory Academic Progress policy and understand submitting this form does not guarantee that my appeal will be approved. If my appeal is approved, I understand I will also need to agree to the terms and conditions of the approval that will be added to my financial aid requirements in Eagle Online.

Student signature (must be handwritten) \_\_\_\_\_ Date: \_\_\_\_\_

## SAP Appeal Form

### Examples of Supporting Documentation

Extenuating Circumstances	Examples of Supporting Documentation
Documented mental or physical illness, injury or disability	Letter from treating physician specifying date range and how illness/injury prevented satisfactory progress toward class/program completion
Death of a family member or significant person	Copy of obituary or death certificate
Illness, accident or injury of a significant person	Documentation (e.g. physician's statement, police report, or third-party entity, such as a hospital statement) related to the individual for whom you provided care or support
Divorce or separation	Attorney's letter on law firm's letterhead, petition for dissolution, or a copy of divorce decree
Personal circumstance related to issues with spouse or partner, roommate, family, or other significant person	Written statement from an attorney, professional advisor, or other third-party individual who can attest to the situation
**Maximum Timeframe < 180 hours	Graduation plan signed by advisor to support that completion of degree can be done within 180 attempted hours.
**Maximum Timeframe / Change of Major	Graduation plan to include (1) total number of hours which can be excluded from your current degree program; (2) total number of hours still needed to graduate; (3) graduating term; (4) advisor's signature (Note: failing grades or withdrawals cannot be excluded unless course(s) is not part of the current program of study).
**Maximum Timeframe / 2 <sup>nd</sup> Bachelors	Degree Works, expected graduation term

### Additional Information

- Multiple changes of major and/or multiple appeals can imply lack of progress and may not be approved.
- Appeals take approximately two (2) weeks for processing. If you do not submit your appeal, including all required documentation, in a timely manner and later find out your appeal is denied after the term has begun, you are responsible for any and all costs incurred, including costs related to a decision to withdraw.
- Be aware of published deadlines for registration, fee payment and dropping courses.
- Have a backup plan. If an appeal is approved after fee payment deadlines, you are still responsible for making payment and confirming classes on time.
- Receiving a denial does not mean you cannot continue your education. Denial of an appeal simply means you cannot receive federal and some state aid to pay for your education. Students may utilize alternative student loans through a private lender as an alternate source of funding.
- Students must meet Satisfactory Academic Progress requirements to maintain eligibility for federal aid. Students who received an approved appeal are placed on a Financial Aid Plan which requires that you successfully complete a minimum of 75% of all attempted courses EACH semester, as well as receiving a grade of "C" or better in EACH course completed.