

# Tennessee Tech University

Office of Financial Aid  
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What is the first term you wish to receive aid, if your appeal is approved? \_\_\_Spring 2020 \_\_\_Summer 2020

## SAP Appeal Form

Student Name: \_\_\_\_\_ T# \_\_\_\_\_

Email Address: \_\_\_\_\_@students.tntech.edu Date: \_\_\_\_\_

A student wishing to appeal who fails to meet any federal student aid Satisfactory Academic Progress (SAP) standard and has mitigating circumstances must complete this form and return to the address listed above along with the required documents. Failure to provide any of the required documents 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.

## Requirements for Appeal

Please complete all steps and provide all documentation. Incomplete appeals will not be processed.

1. What SAP standard(s) are you not meeting? Check all that apply.

- Cumulative GPA - Must meet minimum GPA Requirements  
1.6 for 0 - 29 earned hours  
1.8 for 29.01 - 50 earned hours  
2.0 for > 50 earned hours

Pace of Progress - Must complete 2/3 of all attempted hours

Maximum Time Frame - Must not exceed 150% of the required hours for your degree

2. Submit a typed Personal Statement that addresses your extenuating circumstance(s). If your circumstance(s) occurred during more than one semester, address each semester that you did not meet SAP standards.

Your statement **MUST** address the following questions:

- What extenuating circumstance(s) prevented you from meeting Satisfactory Academic Progress?
- How did your circumstance(s) affect your academic performance?
- Considering your circumstance(s), how have you attempted to maintain your financial aid eligibility during the most recent term?
- How has your situation changed? Has your circumstance(s) been resolved? Specifically, what steps are you taking to ensure future academic success and progress towards your degree according to SAP standards?

3. Provide Supporting Documentation that will validate your extenuating circumstance(s). See page two for examples. Inability to provide supporting documentation may result in a denied appeal.

4. If you are appealing the Maximum Time Frame due to seeking 2nd undergraduate degree, please also provide your expected graduation date and a copy of your Degree Works (access through Eagle Online—select STUDENT - select STUDENT RECORDS - select DEGREE WORKS).

## Student Certification

By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with my appeal is true and correct to the best of my knowledge. If asked, I will provide documentation to verify the accuracy of 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: \_\_\_\_\_

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

## Examples of Supporting Documentation

Some examples of unusual circumstances follow, along with examples of appropriate documentation. Your personal statement must include specific details of your circumstance, while your required documentation supports the details.

<b>Circumstance</b>	<b>Examples of Supporting Documentation</b>
Max time frame < 180 hours	Documentation to support completion of degree can be done within 180 attempted hours.
Max time frame / Change of Major	Signed letter from your advisor to include: 1) total number of attempted hours which can be excluded from your current program, 2) total number of hours still needed to complete degree program and 3) expected graduation date. (Note: failing grades or withdrawals cannot be excluded unless the course(s) is not part of the current program of study.)
Max time frame / 2nd Bachelors	A copy of your Degree Works, Expected Date of Graduation and explanation of economic need.
Documented mental or physical illness, injury or disability.	Letter from treating physician specifying date range and how illness/injury prevented satisfactory progress towards 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 billing 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 relation 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.