



Satisfactory Academic Progress Appeal Academic Year 2008-2009

You are required to make Satisfactory Academic Progress (SAP) in your degree or certificate program to be eligible for financial aid consideration. Standards are defined in the Texas Southern University Office of Student Financial Assistance (OSFA) Policy on Satisfactory Academic Progress. **Students must meet and or exceed the minimum guidelines in each area in order to maintain Satisfactory Academic Progress.** students not maintaining these minimum criteria will be suspended and become ineligible to receive aid throughout the current academic year.

If you encounter circumstances beyond your control and are unable to fulfill the criteria stated above, you may submit an appeals form to the OSFA along with any relevant supporting documentation. By submitting this form, you are requesting reinstatement of your financial aid eligibility. The deadline for **ALL** SAP appeals is the last day of regular registration each semester in which you are eligible to apply. The OSFA **will not** accept any documentation beyond this established deadline.

A committee votes decisions concerning SAP appeals on. **The decision of the committee is final and will not be overturned by ANY University administrative official.** The committee will notify students of their decision by letter within 20 business days of the date your appeal is documented and received in the OSFA.

In order for the committee to review your appeal, you **must**:

1. Complete Section's A and B below:

Attach documentation that clearly supports your explanation (for example, a doctor's statement, a death certificate, a letter of termination, or a letter from a professional counselor).

Attach a current Texas Southern University academic transcript. A transcript can be obtained from the Registers' office, located on the second floor of the Bell building, or from the TSU website @ www.tsu.edu. If you are a transfer student, you must provide us with a transcript from that college or university from which you are transferring.

Read all the information provided and sign Section B.

2. Submit the signed form along with all documentation before the last day of regular registration each semester in which you are eligible to apply. Documents may be submitted at the front counter, mailed, or faxed but it is the student's responsibility to make sure these documents have been received.

1. Students must respond within 10 business days if your appeal is returned to you due to missing and/or Incomplete information.
2. **Allow 20 business days** for a review and decision by the OSFA Appeals Committee.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



Satisfactory Academic Progress Appeal
Academic Year 2008-2009

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

Section A. Student Information		
Student Name (last, first, middle initial):	Social Security Number:	Local Telephone Number:
Address:		
Current Degree Program:		
Indicate how you failed to meet the SAP standards which are required:		
What steps have you taken or will take to improve your academic performance:		
Section B. Student Signature		
<i>I have read and understood all the criteria and requirements of the SAP appeals process. Further, I certify that to the best of my knowledge, all the information and supporting documentation with my Satisfactory Academic Progress Appeal is accurate and verifiable.</i>		
Student Signature:	Date:	

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004