



Satisfactory Academic Progress
Continuation - Appeal for Eligibility to Receive Aid

When placed on financial aid suspension, students must submit a financial aid appeal for reinstatement of their eligibility. As part of the appeal, students were required to develop a plan of action and obtain an academic plan. The academic plan prepared by an academic advisor served as a guide for the student to use during the course selection process. The student's academic record will be reviewed at the end of the term for which the appeal was granted. The student will

- have achieved the minimum satisfactory academic requirements, and automatically regain eligibility to participate in the financial aid programs or
• have not achieved the minimum requirements and must be reevaluated for eligibility to continue to receive financial aid.

If the student does not achieve the minimum requirements, the student is placed on financial aid suspension and must file an appeal for reinstatement of eligibility. Submit this form along with an Academic Plan to the Office of Student Financial Assistance. In some cases where the student has shown significant improvement, the financial aid eligibility will be reinstated without additional documentation.

The Academic Plan must be prepared by an advisor and indicate whether or not the student

- Has met the conditions of the prior appeal and
• Is progressing at the level indicated in the Academic plan to allow for graduation according to current university policies. All academic reviews for continuation of aid must contain the signature of the student and an academic advisor (or the department's designee) within the student's major.

Satisfactory Academic Progress Policy

The various federal and state regulations governing student financial assistance programs require that an institution develop a standard to measure 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 number of credit hours attempted comparative to the number of hours earned in all coursework inclusive of transfer coursework, (2) the cumulative grade point average and (3) length of time taken to complete the degree program. Satisfactory academic progress is determined at the conclusion of the spring term for each academic year. Student's whose appeals are granted are be subject to more frequent monitoring at the conclusion of each term. Failure to maintain satisfactory academic progress will result in the student being placed on financial aid suspension. Students are ineligible to receive financial aid awards while on financial aid suspension, but they may appeal for the reinstatement of their financial aid awards.

Table with 4 columns: Total Undergraduate Hours, Qualitative, Quantitative, Length. Rows include Undergraduate, Post-Baccalaureate, Graduate - beyond Bachelor's, Law - beyond Bachelor's, and Doctoral.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



***Requirements for Completing the SAP – Academic Review for Continuation of Aid Form***

The Satisfactory Academic Review for Continuation of Aid must include the following items;

- A written statement from the student outlining the reason for the appeal and plan to remedy deficiency.
- An academic plan prepared by the student's academic advisor or designated departmental representative.
- The Satisfactory Academic Progress Appeal Form signed and completed by an Academic Advisor or departmental designee *and* the student.
- If applicable, a letter of support from the academic advisor, university official or other professional.
- If the student is seeking to change majors, a copy of the change of major form submitted to the TSU Registrar's Office must be attached with this form.
- Completion of Financial Literacy Part 2 at [www.everfi.com/login](http://www.everfi.com/login) (use the same login used previously)

**Please send your documents to:**

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



# TEXAS SOUTHERN UNIVERSITY

## Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

### Satisfactory Academic Progress – Continuation Appeal (STUDENT HAS SUBMITTED A PREVIOUS SAP APPEAL)

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. The Academic Plan must be reviewed at the end of the term to determine whether or not the conditions outlined in the Academic Plan were successfully completed.

#### A. STUDENT INFORMATION

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

#### 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 Fall \_\_\_\_\_, Spring \_\_\_\_\_, Summer \_\_\_\_\_

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

#### D. ACADEMIC PROGRESS

This student received an academic plan for financial aid purposes during a prior term. Based on this review, the student listed above **was provided an approval for reinstatement of eligibility to receive financial aid**. If the student failed to meet the minimum SAP criteria at the end of the term, the student must subsequently submit an appeal for reinstatement of eligibility inclusive of an academic plan.

1. Is the student currently in the same major as the student was during the last semester period of enrollment at TSU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Did the student enroll in and complete the courses as outlined in the academic plan received for the previous appeal? If no, additional documentation is required if the advisor is recommending the continuation of the student's eligibility to receive aid.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you recommending the continuation of the student's eligibility to receive financial aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. If the student is <b>did not</b> meet the requirements of the previous academic plan and you are recommending the student's reinstatement for eligibility a written statement must be attached and submitted simultaneously with this form.	<b>Recommendation Letter Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

\*Note a recommendation does not represent an automatic approval– students may also be deficient in achieving the ratio must show progress in the completion of hours registered to improve this academic requirement for information on how the ratio is calculated visit [www.tsu.edu/financialaid](http://www.tsu.edu/financialaid).

#### E. SIGNATURES

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

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



## Satisfactory Academic Progress Appeal Check List

### Academic Review for Continuation of Aid

Requirements for completing the Satisfactory Academic Progress Academic Review for Continuation of Aid are listed below. The contents of your SAP Appeal Application will be reviewed for completeness upon submission. The SAP Appeal Committee reserves the right to request additional information after reviewing your documentation

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

- A written statement from the student outlining the reason for the appeal and plan to remedy deficiency.
- Attach any documentation that clearly supports your explanation (examples may include, a doctor's statement, a death certificate, a letter of termination, or a letter from a professional counselor).
- Attach a completed copy of the academic plan signed by your academic advisor or department designee and the student.
- If the student did not meet the criteria outlined in the original Academic Plan a letter of support for continuation of aid is needed and must be submitted simultaneously with this form.
- If the student is seeking to change majors, a copy of the change of major form submitted to the TSU Registrar's Office must be attached with this form
- Complete Financial Literacy Part 2 at [www.everfi.com/login](http://www.everfi.com/login) (use the same login used previously) and attach a copy of the confirmation.

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Signature of Financial Aid Representative