



Satisfactory Academic Progress Initial Appeal for Reinstatement of Aid

Requirements for SAP Appeal

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

- The SAP Appeal Form available on TSU website at <http://em.tsu.edu/financialaid/forms.php>
- An Action Plan to Improve Performance - formulated and written by the student
- An Academic Plan signed by Academic Advisor and,
- Proof of Completion of Financial Literacy Sessions Part 1 with completion of exam at 75% or higher
www.tsu.edu/financialliteracy

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

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 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) the length of time taken to complete your degree program. Satisfactory academic progress is determined at the conclusion of the spring term for each academic year. Student’s whose appeals are grant may 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.

The Academic Plan

The *academic plan* is a by-product of the degree plan. The degree plan provides a list of courses and requirements along with the requisite credit hours leading to a degree. The degree plan may serve as a foundational part of the 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 degree requirements.

Your college or department may choose to use this general form or develop a plan specifically for that department or college. Your or department may desire to create an academic plan for their particular area. This is allowable provided the degree plan is structured, easily interpreted by the students and measurable. All academic plans must contain the signature of the student and an academic advisor (or the department’s designee) within the student’s major

The Appeal Decision

Students will be notified in writing of the decision of the Satisfactory Academic Progress Committee within 10 working of the decision and may review the status of the appeal through the TSU MyWeb Account.

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 Appeal Initial Appeal for Reinstatement – 2016-2017 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 during the next academic year. 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. If you do not have access to a computer, you can use any publicly available computer with Internet access. It is recommended that you use google chrome, Mozilla Firefox or safari web browsers.
- You must complete Part 1 with a passing score of 75% or higher on the exam. Once you have completed the assignment, Transit will forward an email confirmation to the Office of Student Financial Assistance and allow you to print your confirmation.
- Attach a copy of the confirmation to your Satisfactory Academic Progress appeal.

E. Academic Plan

A copy of the student's individualized academic plan must be completed by the Academic Advisor or department designee and attached to the appeal form. Students may use the Satisfactory Academic Progress - General Academic Plan or supply an academic plan generated by the department of their major.

F. Student Signature

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.

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



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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. **An academic plan must be submitted with the Satisfactory Academic Progress appeal packet.**

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
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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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is this student able to reasonably obtain a 2.0 cumulative Grade Point Average by the end of the academic term? If no, go to question 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the student reasonably able to obtain the minimum cumulative grade point average based on the student's classification? If no, go to question 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. 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.	

*Note - 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.

E. Academic Advisor Signature

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



Initial Appeal for Reinstatement of Aid

Satisfactory Academic Progress Appeal Check List

Requirements for Completing the Satisfactory Academic Progress Appeal are listed below. The contents of your SAP Appeal Application will be review 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 follow actions:**

- Complete *Sections A and B* on the first page of the Appeal.
- Complete *Section C*, your statement for improving your academic performance (If more space is required attach a separate sheet)
- 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 current copy of an unofficial Texas Southern University academic transcript accessible through your TSU MyWeb account. If you are a transfer student, include copies of all transfer work for full consideration of your prior academic performance.
- Attach a completed copy of the academic plan signed by your academic advisor or department designee and the student.
- Complete Financial Literacy Part 1 with at minimum of 75% or higher at www.everfi.com/register (**registration code: 6f8e3035**) and attach a copy of the confirmation.

Signature of Financial Aid Representative

Date