

FINANCIAL AID APPEAL POLICY AND REQUEST FORM

Satisfactory Academic Progress Policy for Federal and/or State Financial Aid:

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certification or degree in order to meet federal and state guidelines governing the administration of student financial assistance. Student who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may lose their eligibility for all types of federal, state and university administered aid. SAP is evaluated at the end of each semester.

At this time you are on suspension and have not met Satisfactory Academic Progress for Tarleton State University. You must complete the Satisfactory Academic Appeal Packet. Listed below are some instructions that can assist you with the process.

- 1. *This form must be completed before it can be reviewed***
- 2. You must meet with an academic advisor. The advisor must provide detailed notes in degree works.**
- 3. A typed or nicely written statement must be included outlining your situation explaining the cause for an unsuccessful term**
- 4. Attach support documents (if any) that speak directly to your extenuating circumstance upon which your appeal is based**
- 5. For further information on our Satisfactory Academic Progress please visit this site:**

<https://www.tarleton.edu/finaid/eligibility/satisfactory-academic-progress.html>

Next Steps: In order to submit a successful appeal you must:

- Complete and submit the Student Information Section of this Form
- Please submit a completed appeal to finaid@tarleton.edu or come by Texan Services in the Tarleton Center. Fax number is 254-968-9600

Review Policy:

The Financial Aid office will review the above minimum standards of academic progress at the end of the Fall Semester and again at the end of the Spring Semester to determine each student's financial aid eligibility for the upcoming semester. If it is determined that the student does not meet the requirements, he/she will be ineligible to receive financial aid assistance and will be notified accordingly.

To be completed by a Financial Aid Advisor: Name of Advisor: _____

Attempted Hrs: _____ / Earned Hrs: _____ = Pace: _____ Overall GPA: _____ Ex. Hrs: _____

Satisfactory Academic Progress (SAP) – Appeal Form

To submit an appeal, the student is **REQUIRED** to complete this form. An Incomplete packet **WILL NOT** be reviewed. Completion of these steps does not guarantee an appeal will be granted.

Date: _____

Student Name: _____ Student ID: 000 _____

Student Email: _____@go.tarleton.edu Cell: _____

Student Address: _____ State/Zip: _____

Undergrad Grad Post-Bacc Fall: 20____ Spring: 20____ Summer: 20____

Student must provide ALL of the following (an Incomplete packet WILL NOT be reviewed)

A typed or nicely written statement must be included outlining your situation explaining the cause for an unsuccessful term.

If necessary attach any support documents that speak directly to your extenuating circumstance upon which your appeal is based.

IF an **Excessive Hours Appeal** applies then a complete a signed Degree Evaluation here. After meeting with an academic advisor the advisor will provide you with a degree evaluation, which will need to be signed, and attached.

This section must be completed in full in order for your packet to be complete:

Reason student is denied Financial Aid (check **ALL** that apply):

Low GPA (UG < 2.0 / GR or beyond < 3.0) Completion Rate (< 67%) Excessive Hours (UG > 180 / GR > 54)

How many hours does student lack for completing degree? _____ Anticipated graduation date? _____

List the courses the student will be attempting this semester (courses must be on their degree audit):

CRN	Course #	Course Title

I have read and understand the Satisfactory Academic Progress Policy for Federal and/or State Financial Aid.

Student Signature: _____ Date: _____